



Student Housing

January 30, 2019

To Whom It May Concern:

This student is applying for a Residential Life position in Student Housing at Fresno State for the 2019-2020 academic year. Under the general supervision of a Resident Director, these student staff members are responsible for serving as an advisor and role model to students residing in the residential community. They are expected to play a proactive part in the development of each resident as well as developing the community as a whole.

The job responsibilities are demanding. They require dedication, energy, creativity, enthusiasm, reliability and lots of patience. The ability to be flexible and an exceptional team player are important. In addition, candidates need to be mature enough to confront their peers when policy violations are occurring.

By virtue of your experience with this candidate, please give us your opinion of this student's ability to perform these important responsibilities. Please be as candid as possible with your responses.

If you have any questions or comments, please contact me at 559.278.7126. Thank you for completing this recommendation form.

Recommendations may be returned one of the following ways:

- Mailed through standard mail or campus mail in a sealed envelope and signed over the flap by the person recommending.
- Dropped off at the Atrium Front Desk at Student Housing in a sealed envelope and signed over the flap by the person recommending.
- Faxed to Student Housing at 559.278.5020
- Scanned and sent via email to tmatlock@csufresno.edu

Please feel free to attach a separate sheet of paper if necessary. Failure to return the recommendation form by **Friday, March 15, 2019** will render the application incomplete and could potentially disqualify the candidate.

Student Housing

California State University, Fresno Association, Inc.
5152 N. Barton Avenue M/S RH82, Fresno, California 93740

P 559.278.2677 F 559.278.5020 www.fresnostatehousing.org

2019-2019 Residential Life Staff Recommendation Form

To be completed by applicant:

Applicant's name: _____ Student ID # _____

Applicant's signature: _____ Date: _____

I formally release my rights to review the contents of this recommendation form.

Please check the appropriate box:

- This is my faculty/instructor recommendation form
- This is my former supervisor recommendation form
- This is my Res Life staff/other recommendation form

TO BE COMPLETED BY REFERENCE

1. Please indicate how well you know this applicant and in what capacity. How long have you known the applicant?

2. Please rate the candidate in the following areas:

	Excellent	Average	Developing	No Basis
Ability to work in a group setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to multi-task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Judgment and decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to issues of diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programming/Project management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to manage emotions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to respond to emergency and crisis situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. What would you consider to be the applicant's most significant strengths?

4. In what areas does this applicant exhibit the need for growth and additional training?

5. Overall, to what extent would you recommend this individual for this position?

Strongly Recommend Recommend Recommend with Reservation Do Not Recommend

Briefly explain your assessment:

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6. Please share any additional comments that might help the committee to evaluate this applicant

(Feel free to attach a separate sheet of paper).

Name of Reference: _____ Date: _____

Address: _____

Phone: _____ E-mail Address: _____

Signature: _____

Return this form by Friday, March 15, 2019 to:

Tanis Matlock
Student Housing
5152 N. Barton Ave. M/S RH82
Fresno, CA 93740-8013
559-278-7126
559-278-5020 (fax)
tmatlock@csufresno.edu

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