

## Residential Life Student Staff Reference Form (page 1)

### Applicant:

- 1) Please print two copies of this document, give one copy to each reference, and indicate your preference in waiving your privacy rights for each reference (see the check boxes below). Please follow up with your references to ensure that both forms are return by the reference to Residential Life by the deadline, as your application is not complete until the references are received.
- 2) Additionally, you will need to print the first page twice (once for each reference), sign it and submit at the Residential Life Office; 184 Erickson Hall; open M-F 8:30am – 4:30pm.

In accordance with the provisions of the Family Education Rights Privacy Act (FERPA) of 1974, P.L. 93-380 (as amended), with specific references to Section 438 a.1.B and Subtitle A, sections 99.7, 99.11, and 99.12.

I (  ) DO Waive my right of access and review of this reference. I understand that the reference is confidential.

I (  ) DO NOT Waive my right of access and review of this reference. I understand that the reference is confidential.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name (printed): \_\_\_\_\_ Name of Reference: \_\_\_\_\_

Candidate: Please indicate the position(s) you are applying for:

\_\_\_\_\_ RA: Resident Assistants are responsible for the management of a floor of up to 45 residents, establishing individual relationships and a sense of community amongst their floor or building, and developing opportunities for engagement and education. Additionally, Resident Assistants are responsible for maintaining an environment where students can successfully attain academic pursuits

\_\_\_\_\_ MA: Maintenance Assistants are a paraprofessional student employee of Residential Life at UMBC and reports directly to the Assistant Director and Graduate Assistants of Facilities. MAs complete minor repairs in residence halls and apartments as well as work with full-time Facilities Management employees. They also assist with check-in/check-out and opening and closing. MAs work both by themselves and in a team and act as a role model for students and other Paraprofessionals.

\_\_\_\_\_ DM: Desk Managers are responsible for the supervision of student staff that staff the 24 hour service desks within each residential community. Key components to the position include selection, training and evaluation of student staff, managing the responsibilities and functions of the desk, and developing systems of organization for administrative responsibilities. Desk Managers are also responsible for building and maintaining relationships with residents, supervision of student staff, and maintaining an environment where students can successfully attain academic pursuits

**Respondent:** The individual requesting this reference is an applicant the above position(s) with the Residential Life Office. Although we have included a waiver of review for the candidate, we strongly encourage your consultation with the applicant directly-perhaps your thoughts will provide the applicant with valuable feedback that they can use in this position or in other facets of their personal and academic life as well as their career.

**Please complete this reference form for the applicant or include identical information in an attached letter.**

Please return the reference form in a sealed envelope to:

**Cindy Malone  
Residential Life Office  
1000 Hilltop Circle  
Baltimore, MD 21250**

**or fax form to:  
410-455-1058  
or email form to:  
camalone@umbc.edu**

**The reference form must be received no later than February 8, 2009.**

**Residential Life Student Staff Reference Form (page 2 of 2)**

Name of Reference: \_\_\_\_\_

Title of Reference: \_\_\_\_\_

Candidate's name: \_\_\_\_\_

1. Describe your relationship with the applicant. In what capacity do you know him/her and for how long?
  
  
  
  
  
  
  
  
  
  
2. Describe the candidate's dependability. Please include his/her effectiveness in communication and other administrative/organizational tasks.
  
  
  
  
  
  
  
  
  
  
3. Describe the candidate's overall attitude. Please explain if this attitude changes during times of pressure or stress. How does he/she work on a team? With multicultural populations?
  
  
  
  
  
  
  
  
  
  
4. Describe this candidate's leadership style. How would this person, as a leader, be effective in the position that they are applying for?
  
  
  
  
  
  
  
  
  
  
5. Do you recommend this person for this position within Residential Life? (please check one)  
 Enthusiastically recommend  
 Recommend  
 Recommend, but with reservations  
 Do Not Recommend

Why?

6. Is there anything additional you'd like to share about this candidate?