

Residence Life Staff 2021-2022 Recommendation Form

TO THE APPLICANT (Please complete before giving form to your recommender):

Applicant's First and Last Name:	
Please check one:	I HAVE or I HAVE NOT waived my right to see this recommendation.
Recommender's First and Last Name:	
Relationship to the Applicant:	
Applicant Signature:	

TO THE RECOMMENDER:

The person listed above is applying for the Resident Assistant (RA) position within Residence Life at the New England Conservatory.

Paraprofessional staff are integral parts of our Residence Life team. The primary functions of these positions are to provide a community that is safe and secure, promote academic and musical achievement, support personal growth and development, encourage responsible citizenship and community engagement, promote respect and appreciation of diversity and social justice, and provide a positive experience for those living in the Conservatory's Residence Hall.

Please make an honest judgment of the qualities of this applicant. Rate the applicant on each characteristic on a scale of 1 to 5, with 1 as "low" and 5 as "high." Please provide comments where appropriate.

You may provide a letter of recommendation in addition to completing this form; however, this form must be completed and submitted. Each field below directly relates to an aspect of position and it is important that Residence Life is able to gather information about the student relative to the skills needed to be a successful staff member.

POTENTIAL: Please consider the applicant's potential in this position. What would you describe as this person's strengths and weaknesses?

1 2 3 4 5

Comments:

RESOURCEFULNESS: Consider the ability of the applicant to seek out and distribute information to others.

1 2 3 4 5

Comments:

COMMUNICATION SKILLS: Consider the ability of the applicant to grasp new ideas, to express thought in an effective manner, and to listen and convey understanding to others. Consider the ability of the applicant to stand up for their ideas in an appropriate manner and their ability to confront others in an honest, direct, and constructive way.

1 2 3 4 5

Comments:

APPROACHABILITY: Consider the ability of the applicant to make a positive, pleasant impression on others, as well as their approachability, personality, mannerisms and their ability to converse easily.

1 2 3 4 5

Comments:

WORK ETHIC/INITIATIVE: Ability of applicant to work to their highest level. Consider the ease with which this person approaches a new situation and carries the work to completion. How would you describe their work style?

1 2 3 4 5

Comments:

SOCIAL SENSITIVITY: Consider the sensitivity to and understanding of the applicant to feelings and reactions of individuals and groups from diverse backgrounds and the ability to make effective responses to them.

1 2 3 4 5

Comments:

RESPONSIBILITY: Consider the degree to which this person is dependable, prompt, accurate, and conscientious.

1 2 3 4 5

Comments

Additional Comments:

<i>RECOMMENDER CLOSURE:</i>	
How long and in what capacity have you known this candidate?	
Place a circle below to indicate your overall position on this applicant:	
Highly Recommend Recommend with Reservation	Recommend Do not Recommend
Signature:	Date:
Printed Name:	Position:
Institution or Business:	
<i>Please email this form as a PDF attachment to Steven C. Sweat, M.Ed., the Director of Residence Life and Housing, at steven.sweat@necmusic.edu. Additional letters of recommendation can also be emailed as PDF attachments.</i>	