



**LOYOLA
UNIVERSITY
NEW ORLEANS**
DEPARTMENT OF RESIDENTIAL LIFE
Staff Candidate Recommendation Form

PLEASE RETURN TO: Attn. Reagan Sidney, Assistant Director for Residential Life
Department of Residential Life, Box 126
6363 St. Charles Ave.
New Orleans, Louisiana 70118
Or Deliver to the Biever Hall Office
FAX: (504) 865-2580

DEADLINE FOR RETURN OF RECOMMENDATION FORM: Friday, February 27, 2009

TO THE CANDIDATE: The Family Education Rights & Privacy Act of 1974 gives you the right to read this recommendation or to waive that right. If you waive your right, the contents of the recommendation will be kept confidential. If you wish to waive your right, please sign below. Please remember to have three references fill out this form.

(Circle one:)

CONFIDENTIAL

NON-CONFIDENTIAL

SIGNATURE REQUIRED (Only if confidential)

TO BE COMPLETED BY THE CANDIDATE:

CANDIDATE'S NAME:

POSITION APPLYING FOR:

EVALUATOR'S NAME:

EVALUATOR'S POSITION:

TO THE EVALUATOR:

The student named above is applying for a staff position with the Department of Residential Life at Loyola University New Orleans. All of our positions require students who will serve as good role models, who are sensitive to the multiple needs of a diverse community, and who can work with a wide variety of people.

We would appreciate receiving a candid evaluation of the applicant based upon your experience with him/her. Your comments will play an important role in the selection process.

Please complete the following evaluation form and add any additional personal comments that you feel will help in assessing the applicant's potential in meeting the requirements of the position(s) for which he/she is applying.

If you have any questions or need more specific information about position descriptions, please feel free to contact one of the Associate or Assistant Directors for Residential Life at (504) 865-3736. Thank you for your assistance.

1. How long have you known the candidate and in what capacity?

2. Using the following scale, please rate the candidate in the following categories:

n/a - Unable to comment

1 - Poor

2 - Fair

3 - Average

4 - Good

5 - Superior

_____ LEADERSHIP SKILLS

_____ INITIATIVE

_____ ORGANIZATIONAL SKILLS

_____ CONSCIENTIOUSNESS

_____ ADMINISTRATIVE SKILLS

_____ DEPENDABILITY

_____ FRIENDLINESS

_____ TIME MANAGEMENT SKILLS

_____ ENTHUSIASM

_____ STRESS MANAGEMENT SKILLS

_____ KNOWLEDGE OF CAMPUS
RESOURCES

_____ EFFECTIVE ROLE MODEL FOR
PEERS

_____ ASSERTIVENESS

_____ MATURITY

3. In the space below, please provide any additional comments that will help us as we assess the candidate's qualifications for a Residential Life leadership position.

Evaluator's Signature

Date