RESIDENT ASSISTANT (RA) REFERENCE FORM

(Applicant’s Name): ____________________________________________

has applied for a Resident Assistant position at Mukogawa Fort Wright Institute, Spokane, Washington.

MFWI provides an intensive, total immersion program in English and American culture for Japanese women university students from Mukogawa Women’s University, Nishinomiya, Japan.

RAs, university students themselves, live with the Japanese students on the MFWI campus providing English language tutorials and orientation to the Spokane community and American culture. RAs are responsible for creating a sense of community with their assigned group of 10-12 students. They provide friendship and peer counseling to students who may be away from home and country for the first time. RAs receive housing and meals plus a weekly salary in exchange for an approximately 20 hours per week contract. All RAs participate in a pre-session orientation (about 20 hours) and weekly staff meetings.

ALL INFORMATION WILL BE CONSIDERED AS CONFIDENTIAL.

Please complete the following evaluation of the applicant’s skills, abilities, knowledge, and personal characteristics.

Please type or print your responses. Add additional pages as needed.

Or, if you prefer, contact the Student Life Director by phone at (509) 328-2971, ext. 212.

How long have you known this applicant? ____________________________

In what capacity have you known this applicant? (student or employee) ____________________________

Please describe two outstanding characteristics of this applicant.

________________________________________________________________________________

________________________________________________________________________________

Do you think she would be a good fit to be an RA in a dormitory to a group of 10-12 Japanese female students who study at MFWI? (The main qualities: personable, caring, ability to be a leader and friend at the same time.)

________________________________________________________________________________

________________________________________________________________________________

Have you seen this person interact with international students?  □ Yes  □ No

How does this applicant handle new situations and instructions? (check all that apply)

□ jumps right in  □ takes charge with minimal supervision  □ demonstrates flexibility

□ enthusiastic  □ asks appropriate questions  □ makes good suggestions for improvement

□ seems confused  □ slowly incorporates change  □ groans and complains

Would this applicant be able to assist Japanese university students with homesickness, culture shock, or minor personal problems, which may affect the student’s overall adjustment? Please comment.

________________________________________________________________________________

Note to Applicant: Please fill out the bottom portion on the other side before giving this form to someone for your referral.
Describe her rapport with her fellow students or co-workers or peers?
_________________________________________________________________________________
_________________________________________________________________________________

Does she get stressed easily? And if yes, describe how she copes.
_________________________________________________________________________________
_________________________________________________________________________________

What contribution did she have to your team / workplace / group / class?
_________________________________________________________________________________
_________________________________________________________________________________

Do you think she would be a good fit for this type of job?  □ Yes  □ No  □ Maybe

Do you think she would be able to balance her school work and this job?  □ Yes  □ No  □ Maybe

What challenges or concerns do you perceive as possibly affecting this candidate’s job effectiveness as a Resident Assistant?
_________________________________________________________________________________
_________________________________________________________________________________

Would you hire (or rehire) this candidate to work for your organization or business?  
(Please circle your response.)

Yes, definitely  5  4  3  2  1  No, definitely not.

Additional comments or information regarding this applicant as it pertains to this job.
_________________________________________________________________________________
_________________________________________________________________________________

(please PRINT)
Your name __________________________________________ Title __________________________
Address _________________________________________________________________
Work telephone __________________________________________________________
Your signature ___________________________________ Date ______________________

Please mail or fax this form directly to:
Kathy Belisle, Director of Student Life
Mukogawa Fort Wright Institute
4000 West Randolph Road, Spokane, WA 99224
Telephone: (509) 328-2971, ext. 212  •  Fax: (509) 325-6540

This portion only to be completed by the applicant:

Applicant Name __________________________________________ Telephone __________________________
Telephone – cell phone preferred (_______) ________________________________
Email: ________________________________ Zip __________________________
Permanent Address ___________________________________________ Zip __________
Name of school attending next semester ______________________________________

I authorize this form to be completed and returned to Mukogawa Fort Wright Institute.

Applicant’s Signature ___________________________________ Date: ______________