

RA CANDIDATE INSTRUCTIONS FOR REFERENCE FORMS

PLEASE RETAIN THIS PORTION OF THE APPLICATION FOR YOUR RECORDS

Download and print two RA Reference Forms. Please distribute these forms to the appropriate persons. The completed forms will need to be submitted by Tuesday, December 1 for January 2010 applicants. In the shaded box on the bottom of each form, circle the date by which the reference should be completed. References will only be accepted in hard copy or via fax; emailed references will not be accepted.

Here are some things to consider when selecting references:

- If you are currently living on campus, one of your references must be your current RA or RLC.
- Individuals who know you relatively well and are able to speak of your skills and your potential as an RA should complete the reference forms. **Appropriate references may be teachers, employers, high school guidance counselors, organization advisors, etc. References should NOT be close friends, roommates, family members or other peers.**
- On each reference form, you should first complete Section 1. The Family Education Rights and Privacy Act (FERPA) of 1974 allows a candidate for employment to waive his or her right to access confidential letters or statements written on his or her behalf, if the reference is used solely for the purpose of employment and if the candidate, upon request, is notified of the names of all persons. Information such as RA references is "non-confidential" unless you waive your right to access such information by signing the access waiver statement. Sign each reference form appropriately according to your wishes.
- References are to be submitted in a sealed envelope, which should be provided to the reference person by the candidate. References may also be faxed to the Department of Housing and Residence Life at 678-839-6427. It is your responsibility as an applicant to ensure that all completed references are submitted on or before the designated due date. **Your application will be considered incomplete and you may be unable to participate in the RA selection process without the two completed references.**
- Request references from those who can speak to your potential as an RA. These individuals should be able to address such things as skills, experiences, and character.
- Contact your desired references as soon as possible to give them sufficient time to complete the reference form. Spend a few minutes speaking with each of your references about your perception of the RA position, your interest in the RA position, and what you would like the reference to highlight about you. It is often helpful to give your references a résumé of your skills and experiences.
- Review the reference form with your references and give them an envelope for submitting the completed reference. Fill out Section 1 of each reference form with your name and your signature in the waiver box (if you choose to sign).
- Make arrangements to either pick up your completed reference form from your references or otherwise insure that the completed forms have been submitted prior to the deadline. Provide your phone number in case any questions arise concerning your reference form.
- If the reference is not at UWG, make the appropriate telephone contact and provide the reference with a stamped envelope to return the completed reference to you or have them fax it to the Department of Housing and Residence Life.
- Express written appreciation to your references for their time and energy. This will be well received!

SUBMIT ALL COMPLETED REFERENCES TO:

**Dawn Palmer
University of West Georgia
Residence Life
1601 Maple Street
Carrollton, GA 30118
Phone: (678) 839-4713
Fax: (678) 839-6427**