Resident Assistant Job Shadowing Experience

Name of Candidate: _____________________ Date: ____/____/______

Each candidate is required to complete a job shadowing experience with a current RA on campus. The candidate will arrange to shadow an RA in advance. The candidate will meet the RA in the hall office and will remain with the RA during the hours of 6pm-10pm.

When you arrive, please give the form to the RAs you are shadowing. After the GA confirms you have completed your experience, he/she will turn the form in to the RA Selection Committee.

Job Shadowing Check List: Please complete all of the following with the candidate.

☐ Tour of the building
☐ How to complete the duty log
☐ Mail – How to check and deliver mail and packages.
☐ How to answer the phone
☐ Where/how to complete a work order
☐ Guest Passes
☐ Check IDs
☐ Equipment Log
☐ Go over fire drill procedures
☐ Lock Out procedure
☐ Temporary ID procedure
☐ Be sure to go through general office rules and procedures

RA/GA comments:______________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

By signing below, you indicate that the candidate completed the full job shadow checklist.

__________________________________________________  __________________________
RA Name (please print)  Signature of RA

__________________________________________________  __________________________
RA Name (please print)  Signature of RA

__________________________________________________  __________________________
GA Name (please print)  Signature of GA