

Summer Staff Reference of Choice

For:

Contact Information

Your name

Your title

What organization do you work for

Your phone number

Your e-mail address (optional)

Name of applicant

Objective Rating

Under each general heading, check the phrase that most accurately describes the applicant's habitual behavior with regard to that specific trait. Please remember that it will be the truly exceptional person that ranks high in all categories.

How well is the applicant able to direct and influence others

- Poor leader; incapable of directing others
- Usually follows the lead of others
- Normally successful in directing and leading others
- Very successful in leading others
- Exceptional leader; inspires others

How well does the applicant work with others

- Cooperates grudgingly; makes trouble; obstructionist
- Limited cooperation; neglects common good for own interests
- Cooperates with others towards accomplishment of goal
- Exceptionally successful working with others/inspires confidence

How does this person react to suggestions or criticisms by others

- Takes criticism as a personal insult; resents suggestions
- Listens to suggestions but may act without considering them
- Follows suggestions willingly
- Asks for criticisms and suggestions

Summer Staff Reference of Choice (continued)

For:

How does the applicant demonstrate a lifestyle committed to spiritual growth and integrity	<input type="radio"/> Fails to carry out convictions under stressful conditions <input type="radio"/> Acts according to convictions in most situations <input type="radio"/> Carries out principles and convictions constantly and boldly even in the face of obstacles	
How responsible is the applicant	<input type="radio"/> Irresponsible even under supervision <input type="radio"/> With constant supervision will do satisfactory job <input type="radio"/> Needs detailed instructions with regular checks of work <input type="radio"/> Carries out routine activity on own accord <input type="radio"/> Exceptionally able to accomplish work without close supervision	
How well does this person apply energy and persistence in completing a task	<input type="radio"/> Needs much prodding to complete work <input type="radio"/> Rather indifferent; does not finish job	<input type="radio"/> Completes assigned tasks of own accord <input type="radio"/> Exceptional perseverance; does more than expected
How well does the applicant control emotions?	<input type="radio"/> Easily depressed irritated or elated <input type="radio"/> Occasionally unresponsive <input type="radio"/> Unresponsive; apathetic	<input type="radio"/> Tends to be overly emotional <input type="radio"/> Usually well-balanced <input type="radio"/> Well-balanced

Objective Evaluation

With '1' as the lowest or poorest end of the scale and '10' as the highest or best, please check the appropriate number.

Work Product (Quality and quantity of work)

Ability to follow-through

Achieving the job objectives

Dependability

Cooperativeness (working with people)

Communication (Giving/Receiving information)

Leadership Ability

Response to Authority

Daily Decision Making/Problem Solving

Service to Campers

Use of Resources

Timeliness

Enthusiasm

Tacfulness

Summer Staff Reference of Choice (continued)

For:

Ability to work with Children

Ability to work with youth

Willingness to serve others

Narrative Report

Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you lack personal knowledge on a given topic, please say so.

Would you be willing to hire this person to work in any of the positions he/she is asking to be considered for at Trout Lake Camps

Yes

No

Please explain why or why not

I expect the applicant's work to be

Superior

Average

Good

Poor

Would you be willing to place your child under the applicant's direct influence and care

Yes

No

Please explain why or why not

In the area of mature judgment, how does this person react in stressful situations, i.e. making decisions

In the area of dependability, can he/she be relied upon? Does this person weaken in absence of authority

How long have you known the applicant? And in what capacity

Please comment on the applicant's spiritual life.

From your observation of the applicant, please list their three strongest points

From your observation of the applicant, please list their three weakest points

Do you recommend the applicant for a summer staff position

Recommend

Do not recommend

Are you recommending the applicant because of

What he/she can contribute to Trout Lake Camps Both

What Trout Lake Camps she can do for him/her

Please provide any additional comments you feel will help us consider this applicant

Do you feel there is additional information that would be best communicated over the phone? If so would you like a Trout Lake Camps representative to contact you

Yes

No

Thank you for your time!

If you have any questions or concerns regarding this reference form, please call the office at 218.543.4565 or e-mail program@TroutCamps.org.

Summer Staff Reference of Choice (continued)

For:

Signature _____ Date _____ 12:00:00 AM