

Reference Form



Please return promptly. The applicant is likely excited to know if s/he will be offered a position.

(Applicant's name) _____ is an applicant for a position at Camp Metigoshe, an ELCA Bible camp serving youth.

We appreciate your frank appraisal of this candidate as a potential staff member who must work and live with young people daily. Please comment freely and include any pertinent information that might help us in our evaluation. We appreciate a prompt reply. Thank you.

1. How long have you known the applicant? _____ In what capacity? _____

Is the applicant related to you? _____

Would you hire this person to be responsible for children and young adults? Yes No

2. Please rate the applicant on the factors below by placing an X in the appropriate column.

Factors	Always	Usually	Sometimes	Rarely	Never
Displays positive attitude					
Goes above and beyond expectations					
Completes tasks without frequent reminders					
Exhibits honesty and dependability					
Understands young people					
Works well with others					
Relates well with peers					
Shows concern and respect for others					
Demonstrates sound decision making					
Adapts well to new situations					

3. If applicant is/was an employee:

- A. Did this person learn the job easily and readily? Yes No
- B. Did she/he work independently (without requiring regular supervision)? Yes No
- C. Would he/she adapt readily to a sudden change in schedule? Yes No
- D. Did she/he function appropriately in pressure situations? Yes No
- E. Would you rehire this person? Yes No Why?

4. Please provide additional information that would assist us in making a hiring decision:

5. How would you classify this candidate as a potential staff member?

- Excellent, should receive top priority.
- Very good, should be among those considered.
- Good, but does not stand out over others at same level.
- Perhaps should mature another year before consideration.
- I do not recommend this person for your program.

6. Listed below are some tendencies that limit effectiveness in serving as a camp counselor. Place a mark next to any tendencies that you have noticed in this person:

- | | | |
|---|---|--|
| <input type="checkbox"/> Impatient | <input type="checkbox"/> Argumentative | <input type="checkbox"/> Domineering |
| <input type="checkbox"/> Low tolerance for stress | <input type="checkbox"/> Judgmental or intolerant | <input type="checkbox"/> Insensitive |
| <input type="checkbox"/> Frequently discouraged | <input type="checkbox"/> Unreliable | <input type="checkbox"/> Displays inappropriate behavior |

OR, if the person is relatively free of the above characteristics, place a mark here:

Comments:

Name _____ Position _____

Signature/Initial _____ Date _____

If not completed online, please return promptly to:

Metigoshe Ministries
10605 Lake Loop Rd E
Bottineau ND 58318-8055
FAX – (701) 263-4788