

# Illinois Cooperative Extension Service

*University of Illinois at Urbana-Champaign*

## 4-H Memorial Camp

4-H Memorial Camp - 499 Old Timber Rd., Monticello, IL 61856-Ph:(217)762-2741 Fax:(217)762-8613

Employment Reference for \_\_\_\_\_

To: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

From: Andy Davis, Director, 4-H Memorial Camp

Date:

The above named individual has applied for the summer position of \_\_\_\_\_ with 4-H Memorial Camp. This person has requested you serve as a reference.

Please respond to the following questions. Your prompt reply will be extremely helpful in making an important hiring decision. Your responses will be treated confidentially and will not be shared with the applicant.

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity have you known the applicant? \_\_\_\_\_
3. If the applicant has worked for you:
  - a. What was the position? \_\_\_\_\_
  - b. For how long? \_\_\_\_\_
  - c. On a scale of 1 to 10, how would you rate overall performance? \_\_\_\_\_
  - d. Would you rehire this individual? \_\_\_\_\_

4. Please rate the applicant below by checking the appropriate description. If you do not believe you have had sufficient opportunity to judge the particular skill/ability levels, check "Unknown".

	Unknown	Below Average	Average	Better Than Most	Excellent
- Honesty/ Integrity	_____	_____	_____	_____	_____
- Work Habits/ Responsibility	_____	_____	_____	_____	_____
- Friendly/ Works Well with Others	_____	_____	_____	_____	_____
- Judgment	_____	_____	_____	_____	_____
- Self-Confidence	_____	_____	_____	_____	_____
- Appropriate Dress/ Appearance	_____	_____	_____	_____	_____
- Interest in Helping Others	_____	_____	_____	_____	_____
- Open to New Ideas	_____	_____	_____	_____	_____
- Communication Skills	_____	_____	_____	_____	_____
- Enthusiasm	_____	_____	_____	_____	_____
- Follow-through on Plans and Commitments	_____	_____	_____	_____	_____
- Maturity and Emotional Stability in Working with Children	_____	_____	_____	_____	_____

Please comment on the applicant's strengths and weaknesses below or on back of page.

