

**Mary Ann Shaw Center for Public and Community Service**

237 Schine Student Center

Syracuse NY 13244

315-443-3051

315-443-3365 (Fax)

Email [cpcs@syr.edu](mailto:cpcs@syr.edu)

**Leadership Intern Reference Form**

I, \_\_\_\_\_ give permission for \_\_\_\_\_ to  
(Name of referral)  
complete this form.

The above individual is applying for a Leadership Intern position with the Mary Ann Shaw Center for Public and Community Service.

Using the rating scale below, circle the number for each item that best reflects your judgment about the applicant's performance on each of the following criteria.

1 – Inadequate (completely fails to meet expectations) 2 – Minimally adequate 3 – Satisfactory 4 – Good 5 – Outstanding (far exceeds expectations)

Dependability 1 2 3 4 5

Responsibility 1 2 3 4 5

Maturity 1 2 3 4 5

Leadership skills 1 2 3 4 5

Ability to handle conflict 1 2 3 4 5

Ability to communicate and work with others 1 2 3 4 5

1. How long and in what capacity have you known the applicant?
  
2. The applicant will be working in a fast-paced office environment. Do you foresee the applicant having any problems working in this type of setting?
  
3. If you were an employer, would you rehire this applicant?

Please add any additional comments you would like to make about the applicant.

|   |                 |
|---|-----------------|
| I gave permission for the MAS Center to contact me regarding the above written reference: |                 |
| Print name _____  | Date _____      |
| Signature _____   | Telephone _____ |

Please return the completed reference form to the Mary Ann Shaw Center for Public and Community Service, 237 Schine Student Center or return to applicant in a sealed envelope.