

Leadership Intern Reference Form

Name of Referral: _____ **Applicant Name:** _____

The above individual is applying for a Leadership Intern position with the Shaw Center.

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 challenges working in this type of setting?

3. If you were an employer, would you rehire this applicant? Why or why not?

4. What is an area(s) of weakness for this applicant?

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

I gave permission for the Shaw Center to contact me regarding the above written reference:

Print name _____ Date _____

Signature _____ Telephone _____

Please return completed reference form to the Shaw Center via contact information in footer or with the applicant in a signed, sealed envelope (references should sign their name over the envelope seal).