



Employer or Teacher's Reference

Name of Applicant: _____

Position applied for: _____

MEDEBA is a summer camp, adventure learning centre and group facility. It is our mission to Honour God, Develop People and Strive for Excellence. Being a summer staff member is both rewarding and challenging. Related skills and positive attitude provide an effective staff relationship.

Please provide an honest, reflective assessment of the above named applicant.

Please include comments for each question along with the chosen Yes or No response.

1. How long and in what capacity have you known the applicant?
2. Please describe the key responsibilities of the candidate in his/her most recent position.
3. Can you identify any areas in the applicant's character and/or conduct in which growth and further maturity are necessary?
4. Talk about the attitude and outlook the applicant brought to the workplace/environment.
5. Describe the applicant's productivity, commitment to quality and customer service.
6. Tell me about the applicant's most important contributions to the success of your organization.
7. Identify three of the applicant's best developed skills and abilities.
8. Does the applicant respond well to direction and authority?
Yes No
7. Would you be willing to place your child under the applicant's direct influence and care?
Yes No
9. Would you recommend the applicant for a staff position at our summer camp?
Yes No

Objective Rating

Under each heading, please select the phrase that most accurately describes the applicant's habitual behaviour with regard to that characteristic/trait/situation.

How well does the applicant work with others?

- Exceptionally successful, inspires confidence
- Positive, cooperates with others to achieve the task
- Limited cooperation, neglects common good for own interests
- Cooperates grudgingly, makes trouble, obstructs success

How well is the applicant able to direct and influence others?

- Exceptional leader, inspires and motivates others
- Very successful in leading others
- Usually follows the lead of others
- Poor leader, incapable of directing others
- Detrimental influence

On a team of 6-10 employees, this person would likely be:

- The leader
- A self-starting team member
- A supportive team member
- A low-initiative leader

How responsible is the applicant?

- Capable of much responsibility; very dependable
- Consistently reliable; makes good decisions/sees 'big picture'
- Usually reliable in specific tasks, may need mild supervision
- Not dependable; irresponsible

In intense/stressful situations, the applicant responds:

- Effectively; situation managed with objectivity and control
- Satisfactorily; able to work through situation with coaching
- Ineffectively; becomes irritable, impatient, intolerant
- Withdraws; shuts down emotionally or removes themselves

How well does this person apply industry and persistence in completing tasks?

- Exceptional energy; goes beyond/seek additional work
- Completes assigned task on own accord
- Occasional urging/re-direction required
- Needs constant prodding to complete task

How much supervision is required?

- Needs little close supervision, only direction
- Does well with regular, routine supervision
- Needs accountability & encouragement to accomplish tasks
- Needs excessive supervision

When conflict arises, this person generally responds with:

- Positive Confrontation—openness to resolving conflict
- Peacemaking
- Negative Confrontation—lack of cooperation
- Withdrawal/Avoidance
- Defensiveness/critical attitude

How does the applicant respond to teachable moments?

- Seeks out feedback and suggestions for future improvement
- Willing to listen and follow suggestions when they are offered
- Tolerates instruction/feedback but does not always apply it
- Defensive; resents suggestions, personalizes/takes offence

How balanced are the applicant's emotions/reactions?

- Very well-balanced; often an encourager/coach to others
- Consistently well-balanced; fairly dependable and predictable
- Tends to react quickly emotionally; excitable
- Overly emotional; unresponsive/apathetic, irritated or elated

Please rate the applicant in relation to his/her colleagues on each of the characteristics below.

	Outstanding		Above Average		Average	Below Average
	upper 5%	upper 10%	upper 20%	upper 30%	upper 50%	lower 50%
Initiative and Resourcefulness						
Motivation and Perseverance						
Dependability						
Maturity (well- balanced, accepting of feedback)						
Ability to work with others						
Attitude (toward work and supervisors)						
Breadth of general knowledge						
Oral communication						
Written communication						
Accuracy						
Leadership						

Name: _____ Date: _____

Organization: _____ Title: _____

**Thank you for taking the time to complete this form.
Please forward this reference DIRECTLY by clicking on the SUBMIT button below or email al-**

If you have any questions/concerns regarding this form, please contact the Personnel Director at (705)754-2444 x222
Applications are not processed until references have been returned.

Medeba, Box 138, West Guilford, Ontario, K0M 2S0