

Reference Form

12/17/91; 4/02

(For telephone or face-to-face interviews)

Potential Volunteer _____

Position _____

Interviewed By _____

Date _____

Reference Name _____

Address _____ Phone _____

_____ is applying to volunteer with O.S.U. Extension and has given your name as a reference. I would like to ask you some questions. Do you have a few minutes?

1. How long have you known the applicant? _____

2. What is your relationship to the applicant? _____

3. Have you ever worked with the applicant in another volunteer capacity? _____

If yes, please describe _____

4. What strengths and/or weaknesses would the applicant bring to this position?

5. Please describe situations where you have observed the applicant interacting with children and/or adults.

6. Please describe experiences the applicant may have had in working with culturally diverse audiences.

7. Would you be willing to place a child or other individual for whom you are responsible under his or her leadership?

8. Do you know of any reason why this person should not be considered for this position?

Thank you! I appreciate your assistance in helping Ohio State University Extension select the best qualified people to serve in volunteer roles.

Reference Form

(12/17/91; 4/02)

(For reference collected by mail)

_____ is applying to serve as a volunteer with the Ohio State University Extension and has given your name as a reference.

Individuals in volunteer positions help others learn new skills, increase their abilities to work together, manage their own activities, and develop and/or strengthen their ability to be contributing members of society.

O.S.U. Extension seeks your assistance in selecting the most qualified people to serve in volunteer roles and will appreciate your prompt completion of this reference form.

How long and in what capacity or position have you known the applicant?

Please mark how you would evaluate the applicant's qualities, using this scale:

	Excellent	Good	Fair	Not Known
Communication skills				
Organizational skills				
Respect for others				
Dependability				
Sense of humor				
Sense of Fairness				
Enthusiasm				
Flexibility				
Patience				
Initiative				
Resourcefulness				
Understanding of children				
Working with other adults				

1. How would you rate the applicant's general ability to work in a volunteer role with youth and/or other adults?

Excellent Good Fair Poor

Comments:

2. What additional skills, abilities and attributes does the applicant have that would be helpful in their role as a volunteer?

3. How much experience does the applicant have working with people who are developmentally disabled, from different cultural backgrounds, from different socio-economic backgrounds?

- Much experience Some experience Little or no experience
 Unknown

Comments:

4. How would you describe the applicant's ability to handle records and/or money?

Very good. I would trust this person with records and money

Fair. The person will do ok, but will need some help handling records and money

Poor. Handling records and money is a problem for this applicant

5. How would you describe the applicant's general interactions with other adults?

- Consistently positive and reasonable
 Usually positive and reasonable
 Moody and hard to predict
 Negative and unreasonable

6. Would you be willing to place a child or other individual for whom you are responsible under his or her leadership?

- Yes No

Comments:

7. Do you know any reason why this person should NOT be considered for this volunteer position?

- Yes No

If yes, please explain:

Signature _____ Date _____

Return to:

Reference Form

(For reference collected by mail)

_____ is applying to serve as a volunteer with the Ohio State University Extension and has given your name as a reference.

Individuals in volunteer positions help others learn new skills, increase their abilities to work together, manage their own activities, and develop and/or strengthen their ability to be contributing members of society.

O.S.U. Extension seeks your assistance in selecting the most qualified people to serve in volunteer roles and will appreciate your prompt completion of this reference form.

How long and in what capacity or position have you known the applicant?

Please circle how you would evaluate the applicant's qualities, using this scale:

	E=Excellent	G=Good	F=Fair	NK=Not Known		
Communication skills			E	G	F	NK
Ability to organize			E	G	F	NK
Respect for others			E	G	F	NK
Dependability			E	G	F	NK
Sense of humor			E	G	F	NK
Sense of fairness			E	G	F	NK
Enthusiasm			E	G	F	NK
Flexibility			E	G	F	NK
Patience			E	G	F	NK
Initiative			E	G	F	NK
Resourcefulness			E	G	F	NK
Understanding of children			E	G	F	NK
Working with other adults			E	G	F	NK

Over →

Please share your impression and knowledge of the applicant's qualifications for the position by using specific examples where possible.

1. How would you rate the applicant's general ability to work in a volunteer role with youth and/or adults

Excellent

Comments:

Good

Fair

Poor

2. What additional skills, abilities and attributes does the applicant have that would be helpful in their role as a volunteer?

3. How much experience does the applicant have working with people who are developmentally disabled, from different cultural backgrounds, or from different socio-economic backgrounds?

Much experience

Some experience

Little or no experience

4. How would you describe the applicant's ability to handle records and/or money?

Very good...I would trust this person with my organization's records and money.

Fair...The person will do ok, but will need some help handling records and money.

Poor...Handling records and money is a problem for this applicant.

5. How would you describe the applicant's interactions when working with other adults?

Consistently positive and reasonable.

Usually positive, but has occasional bad moods.

Moody and hard to predict.

Consistently negative and unreasonable.

6. Would you be willing to place a child or other individual for whom you are responsible under his/her leadership?

YES

NO

If no, please explain:

Signature: _____ Date: _____