



## 2008 STAFF REFERENCE

Instructions: **Please type or print clearly**

Cornell Cooperative Extension of Wyoming County is currently recruiting candidates to fill staff vacancies at 4-H Camp Wyoming. You have been selected to provide a reference for \_\_\_\_\_ who is applying for a \_\_\_\_\_ position at the camp. At 4-H Camp Wyoming, we pride ourselves in selecting qualified and dedicated individuals to work with children ages 8 to 16. Your assistance in this process is greatly appreciated.

1. How long have you know the applicant?
  
2. In what capacity have you known the applicant?  
 Employer \_\_\_\_\_ Personal Friend \_\_\_\_\_  
 Family Friend \_\_\_\_\_ Other (explain) \_\_\_\_\_
  
3. If you were a former employer, would you consider rehiring the applicant?  
 Yes \_\_\_\_\_  
 No \_\_\_\_\_ (If no, please state reason why.)
  
4. Please rate the applicant in the following areas using a rating scale of:

		POOR	FAIR	GOOD	VERY GOOD	EXCELLENT
A.	Ability to work with children ages: 8-10	1	2	3	4	5
	Ability to work with children ages: 11-12	1	2	3	4	5
	Ability to work with children ages: 13-16	1	2	3	4	5
B.	Ability to take a leadership role:	1	2	3	4	5
C.	Shows initiative and creativity:	1	2	3	4	5
D.	Is responsible and reliable:	1	2	3	4	5
E.	Shows enthusiasm:	1	2	3	4	5
F.	Possesses a sense of humor:	1	2	3	4	5
G.	Ability to take constructive criticism:	1	2	3	4	5
H.	Uses mature judgement in decision making:	1	2	3	4	5
I.	Is self-confident:	1	2	3	4	5
J.	Exhibits sensitivity and patience in dealing with children:	1	2	3	4	5
K.	Ability to handle emergency situations:	1	2	3	4	5
L.	Is reliable, prompt and conscientious:	1	2	3	4	5
M.	Is honest and dependable:	1	2	3	4	5
N.	Appearance:	1	2	3	4	5
O.	Ability to be an appropriate role model:	1	2	3	4	5
P.	Human relations skills:	1	2	3	4	5
Q.	Communication skills:	1	2	3	4	5
R.	Problem solving skills:	1	2	3	4	5
S.	Ability to live in an outdoor environment:	1	2	3	4	5
T.	General Health:	1	2	3	4	5

5. What skills or special abilities do you feel this individual has that qualifies the applicant for a camp staff position?

6. Would you trust this individual to care for your own children?

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable

If "no", please explain.

7. Please check and explain your endorsement of this applicant:

\_\_\_\_\_ Cannot recommend for a camp position.

\_\_\_\_\_ Recommend with some reservation.

\_\_\_\_\_ Recommend for a camp position.

\_\_\_\_\_ Highly recommend individual for a camp position.

Briefly explain your choice:

8. Any additional comments regarding this applicant?

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Telephone Number: (W) \_\_\_\_\_ (H) \_\_\_\_\_

Date: \_\_\_\_\_

**IMMEDIATE RESPONSE IS CRITICAL TO THE SETTING UP OF AN INTERVIEW WITH THIS INDIVIDUAL. PLEASE RETURN WITHIN ONE WEEK DIRECTLY TO:**

**4-H CAMP WYOMOCO  
Attn: Tim David  
401 NORTH MAIN STREET  
WARAW, NY 14569  
PHONE: 585-786-2251  
FAX: 585-786-5148**