



## 4-H Summer Camp Counselor Reference

### Reference Form

Your honest judgement of this applicant's qualifications to be a 4-H camp counselor would be appreciated. The information will be handled in a confidential manner and will not be released to the applicant unless you indicate your permission on this form. Please return the completed form to the UW Extension office c/o Ian Meeker P.O. Box 218, Washburn, WI 54891 **by April 19**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Person Furnishing Reference \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

(4-H Leader, teacher, supervisor, friend, etc.)

Your Phone: \_\_\_\_\_

#### QUALITIES RELATED TO JOB SUCCESS

1. Success in previous job(s) or 4-H projects \_\_\_\_\_
2. Able to work with people (team) \_\_\_\_\_
3. Able to lead or inspire others \_\_\_\_\_
4. Oral communication skills \_\_\_\_\_
5. Written communication skills \_\_\_\_\_
6. Completes assignments \_\_\_\_\_
7. Organizes time and work \_\_\_\_\_
8. Accepts guidance \_\_\_\_\_
9. Creative and innovative \_\_\_\_\_
10. Ability to work creatively with youth \_\_\_\_\_

#### Rating Scale

- 5 = Far Exceeds expectations  
 4 = Above expected level  
 3 = At expected level  
 2 = Below expected level  
 1 = Not satisfactory  
 NA = Not able to judge

#### PERSONAL QUALITIES THAT AFFECT PERFORMANCE

1. Enthusiastic, tactful & curious \_\_\_\_\_
2. Dependability and promptness \_\_\_\_\_
3. Maturity and poise \_\_\_\_\_
4. Deals constructively with pressure \_\_\_\_\_
5. Flexibility/adaptability \_\_\_\_\_
6. Demonstrates honesty/integrity \_\_\_\_\_
7. Commitment to employer \_\_\_\_\_
8. Accepts differences in others \_\_\_\_\_
9. Potential for professional growth \_\_\_\_\_

**Overall Judgement of the Applicant for this Position** \_\_\_\_\_

Do you know of any reason(s) why this applicant should not be considered to be a counselor at 4-H Summer Camp?

Yes      No     

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

A.      What qualities such as leadership, organization, or dedication could this applicant bring to 4-H Camp?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B.      What limitations (if any) does the applicant have for this position?  
\_\_\_\_\_  
\_\_\_\_\_

C.      Any additional information is appreciated and may be included on an attached sheet.  
\_\_\_\_\_

I believe this information is fair and accurate based upon my experience with the applicant.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign on the line following this statement if you give permission to release information contained in the reference to the applicant upon applicant request. No signature will imply lack of consent.

Signature to authorize release to applicant if requested: \_\_\_\_\_

**Please mail or email this reference form by April 19<sup>th</sup> to:**

Ian Meeker  
4-H & Youth Development Educator  
Courthouse- UW Extension  
Washburn, WI 54891

ian.meeker@wisc.edu

If you have any questions, please call Ian Meeker at the UW Extension office at 715-373-3289.