



To: Bayfield County Youth in Governance Team Applicant Reference

Bayfield County is starting a youth in governance program to develop civic engagement, leadership, & community awareness in high school youth.

The objectives are:

- 1) Enhance decision-making skills.
- 2) Increase understanding of local issues and the role of county and local government.
- 3) Improve leadership and communication skills.
- 4) Develop Youth and Adult Partnerships.

\_\_\_\_\_ has applied to represent their school on the Youth in Governance Team. You have been selected to provide a reference. Your honest opinion of this applicant's qualifications to represent your community on the Youth in Governance Team is appreciated. The information you provide will be handled in a confidential manner and will not be released without your permission.

Please take your time to complete and return the reference by the **November 15<sup>th</sup>** deadline to Ian Meeker, Bayfield County Youth in Governance Advisor, UW-Extension, P.O. 218, Washburn, WI, 54891.

Feel free to provide additional information that goes beyond that addressed by the reference form by attaching a letter. If you have any questions about the position or the reference form, please contact Ian Meeker at (715) 373-3289 or via e-mail [ian.meeker@wisc.edu](mailto:ian.meeker@wisc.edu)

Enclosure: Reference Form



# Bayfield County Youth in Governance Team

## Reference Form

Your honest assessment of this applicant's qualifications to be a member of the Youth in Governance Program is appreciated. This reference 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 Ian Meeker, Advisor for the Bayfield County Teen Court, by **November 15<sup>th</sup>** in the self-addressed envelope provided.

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

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

Title \_\_\_\_\_ Agency \_\_\_\_\_

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

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

(co-worker, teacher, supervisor, friend, etc.)

Your Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

### QUALITIES RELATED TO JOB SUCCESS

- 1. Success in previous job(s) or 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 \_\_\_\_\_

### 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. Neat, well-groomed appearance \_\_\_\_\_
- 2. Tactful and courteous \_\_\_\_\_
- 3. Enthusiastic \_\_\_\_\_
- 4. Dependability and promptness \_\_\_\_\_
- 5. Maturity and poise \_\_\_\_\_
- 6. Deals constructively with pressure \_\_\_\_\_
- 7. Flexibility/adaptability \_\_\_\_\_
- 8. Demonstrates honesty/integrity \_\_\_\_\_
- 9. Commitment to employer \_\_\_\_\_
- 10. Accepts differences in others \_\_\_\_\_
- 11. Potential for professional growth \_\_\_\_\_

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

Do you know of any reason(s) why this applicant should not be considered for this the Bayfield County Youth Board program?

Yes      No     

If yes, please explain

- A.      What qualities such as leadership, organization, or commitment will this applicant bring to the Youth in Governance Program
  
  
  
  
  
  
  
  
  
  
- B.      What limitations (if any) does the applicant have for this position (transportation, inability to follow through with commitment, etc.) ?
  
  
  
  
  
  
  
  
  
  
- C.      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 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

Please send reference to:

Ian Meeker  
P.O. Box 218  
UW-Extension, Bayfield County  
Washburn, WI 54891