

# Reference Check by Mail



## NDSU Extension Service

\_\_\_\_\_ is applying to do volunteer work as a \_\_\_\_\_ (role) in an NDSU Extension Service youth program and has given your name as a reference.

Volunteers help youth have fun while learning new skills, increasing their abilities to work together, managing their own activities and developing into productive adults.

The NDSU Extension Service seeks your assistance in selecting qualified people to work with youth in our programs. Please complete this reference form and return it in the enclosed envelope. Information you provide will be treated in a confidential manner.

1. How long have you known the applicant? \_\_\_\_\_ years or \_\_\_\_\_ months
2. In what capacity or position have you known the applicant? \_\_\_\_\_

Please use this checklist to evaluate the applicant's qualities.

E = Excellent G = Good F = Fair N = Not known

	<b>E</b>	<b>G</b>	<b>F</b>	<b>N</b>	<b>Comments</b>
Understanding of children	___	___	___	___	_____
Communication skills	___	___	___	___	_____
Ability to organize	___	___	___	___	_____
Respect for others	___	___	___	___	_____
Dependability	___	___	___	___	_____
Sense of humor	___	___	___	___	_____
Sense of fairness	___	___	___	___	_____
Enthusiasm	___	___	___	___	_____
Flexibility	___	___	___	___	_____
Patience	___	___	___	___	_____
Initiative	___	___	___	___	_____
Resourcefulness	___	___	___	___	_____
Role model for youth	___	___	___	___	_____
Ability to complete a task	___	___	___	___	_____
Ability to work with children	___	___	___	___	_____

Please share your impression and knowledge of the applicant's qualifications using specific examples where possible, by answering the following:

3. How would you rate the applicant's ability to work in a volunteer role with . . .  
Youth?  
Adults?
4. What additional skills, abilities and attributes does the applicant have that would be helpful in this position?
5. How would you describe the applicant's general outlook?
6. Do you consider this applicant a positive role model for youth?
7. Would you be willing to place your son or daughter or any other child for whom you are responsible under his/her supervision?     Yes     No    Why?
8. Should this person be considered for this position?     Yes     No    Why?
9. Does the applicant have experience working with people who are developmentally disabled, from different cultural backgrounds or from different socio-economic backgrounds?     Yes     No    Comments:
10. ADDITIONAL COMMENTS:

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

THANK YOU!

Your assistance in identifying qualified volunteers for NDSU Extension Service youth programs is appreciated.

RETURN TO:

Enclosure: Business reply envelope

