

# Makemie Woods

## Summer Staff Reference Form

Please return to: Makemie Woods Attn: Sherri Egerton  
P.O. Box 39 Barhamsville, VA 23011  
800.566.1496 Fax: 757.566.8803 [www.makewoods.org](http://www.makewoods.org)  
sherri@makewoods.org

Name of Applicant: \_\_\_\_\_ Applying for position of: \_\_\_\_\_

This person has applied for a summer staff position at Makemie Woods and has selected you as a reference. Makemie Woods is a Presbyterian camp operated by the Presbytery of Eastern Virginia as a means of ministry to campers in all stages of faith development, helping them to grow and develop as Christians and as people. Visiting our website at [www.makewoods.org](http://www.makewoods.org) may give you a better understanding of who we are and may assist you in helping us to decide if this person will be a good fit for our ministry. The applicant has waived the right to see your response, and we appreciate your honest evaluation. Feel free to include a personal note of recommendation if you wish. Please indicate NA for any questions you feel unqualified to answer. Please mail this form to the above address at your earliest convenience. Thank you.

1. How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

2. Would you consider this person for employment? \_\_\_\_\_ If no, why? \_\_\_\_\_

3. Are you recommending the applicant because of what he/she can contribute to our program? \_\_\_\_\_ or because of what we can do for him/her? \_\_\_\_\_ or both? \_\_\_\_\_

4. Please check the box that describes the applicant in the following areas:

Leadership Ability:                       prefers to follow                       makes some effort to lead  
    good ability                                       exceptional ability

Emotional Temperament:                       over-responds emotionally    fairly moody  
    relatively stable                                       balanced and controlled  
    very well balanced in just about any situation

5. How well have you witnessed the applicant working with others for the good of the group?  
 cooperates grudgingly; makes trouble                       limited cooperation; own interest first priority  
 cooperates willingly and actively                                       exceptionally successful in working with others

6. How well does the applicant respond to suggestions or criticism?  
 takes criticism as a personal insult                       listens to suggestions, does not change behavior  
 follows suggestions willingly                                       asks for suggestions to better his/her performance

7. How responsible is the applicant?  
 irresponsible even under supervision                       with constant supervision will do satisfactory job  
 needs detailed instructions, check behind                       carries out activities on own responsibility

8. What are some of the applicant's strong points?

9. What are some of the applicant's weak points?

10. Have you witnessed the applicant in situations in which he/she must make decisions and carry out plans in the absence of authority? Would you be confident the applicant would make sound decisions?

11. In what ways does the applicant need to be nurtured and encouraged to grow?

13. Are there any tendencies or traits which you feel might reduce the effectiveness of the applicant in the position(s) sought? Do you recommend the applicant for the position(s)? Why?

14. Summer camp staff are often in charge of campers away from the direct supervision of the directors. Would you want your own child or teenager placed under the direct charge, influence, and care of the applicant? If not, please explain.

15. Some of our finest staff members possess the following characteristics, while some of our less successful staff members have sorely lacked these characteristics. Please rate the applicant using a scale of 1 to 5 (5 being the highest). Please reserve the "5" rank for no more than 5 characteristics, and only for those you feel truly stand out among others when you think of this individual. If you feel a significant absence of one or more characteristics, please note this as well.

___ maturity	___ moral behavior	___ sensitivity to others
___ good example	___ works well with others	___ able to take & use criticism
___ cooperates with peers	___ respected by peers	___ able to give criticism
___ outgoing	___ optimistic	___ cheerful
___ consistent positive moods	___ conscientious	___ use of good judgment

16. Please provide any additional comments, including noteworthy accomplishments or qualities not yet mentioned that you feel would help us in considering the applicant.

Please check here if you prefer to discuss personally any of the above.

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Date: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Church (if applicable): \_\_\_\_\_

**Thank you very much for your time and effort—we genuinely appreciate it!**