



INTERNSHIP REFERENCE FORM

All information gathered through the screening process will be handled confidentially.

Name of Internship Applicant _____ Date _____

Name of Reference _____

Relationship to Applicant _____ Number of Years Known _____

Phone _____ Email Address _____

Please answer the questions with as much candor as possible. An answer that might be perceived as negative will not necessarily prevent the applicant from being accepted but may be useful to the team leader when approaching various issues.

1. What have you observed to be this applicant's greatest strengths?
2. What have you observed as his/her greatest weaknesses?
3. How does this applicant perform in a team setting?
4. Do you have any reservations about the applicant's ability to work appropriately with children or students under age 18? If yes, please explain.
5. Which of the following words would you use to describe the applicant? **Circle all that apply.**

| | | | | |
|---------------|--------------------|---------------|-----------|-------------|
| self-starter | flexible | supportive | tactful | congenial |
| picky | shy | easygoing | stable | honest |
| responsible | calm | leader | rigid | follower |
| creative | productive | artistic | energetic | outgoing |
| prompt | sloppy | complainer | friendly | emotional |
| argumentative | discerning | worker | lazy | patient |
| relational | respects authority | compassionate | cheerful | team player |

6. Circle the personality traits that best describe the applicant from your experience and observation.

| | | | | | | |
|---|---------------------------------|------------------------------------|------------------------------------|--|---|-------------|
| Spiritual life | No interest in spiritual growth | Evidence of some spiritual growth | Average | Continual growth in a positive direction | Consistent and mature spiritually | Do not know |
| Purposefulness | Aimless, no evident goals | Vacillating in purpose | Average | Consistent movement toward goals | Strives to realize well-formed goals | Do not know |
| Initiative | Requires constant oversight | Succeeds only when directed | Average occasional initiative | Shows good initiative | Actively creative and self motivated | Do not know |
| Industry | Needs constant prodding | Needs occasional prodding | Performs assigned tasks | Goes beyond what is required | Seeks additional work | Do not know |
| Influence with others | Negative influence | Neutral | Normally good | Consistently good influence | Positive challenge | Do not know |
| Acceptance by others | Avoided by others | Tolerated by others | Liked by others | Well-liked by others | Sought after by others | Do not know |
| Responsibility | Consistently irresponsible | Occasionally undependable | Usually reliable | Conscientious and reliable | Capable of much responsibility | Do not know |
| Leadership | Always a follower | Tries, but few will follow | Assumes leadership when needful | Takes leadership initiative | Natural leadership which draws followers | Do not know |
| Emotional qualities | Overly emotional or apathetic | Occasionally unbalanced | Usually well-balanced | Expresses appropriate emotions | Expresses self; empathizes appropriately | Do not know |
| Personal care and appearance | Very careless | Needs some improvement | Usually appropriate care of self | Takes good care of self | Takes exceptional care of self | Do not know |
| Rapid change or unexpected circumstances | Ridged and/or exudes anxiety | Somewhat flexible, stresses easily | Looks to others for how to respond | Remains flexible and/or calm | Exudes confidence, remains flexible and/or calm | Do not know |

Thank you for completing the Internship Reference Form. This is an invaluable resource as we consider the applicant. Please feel free to add any additional comments that may be helpful.