

## Reference Questionnaire

\_\_\_\_\_ has applied to work on the staff at Colorado Academy Summer Day camp as a counselor for this summer. Your assessment of this individual's potential for success in camp counseling would be appreciated.

Please give careful consideration to the ratings below. In checking off the items listed under the six personality characteristics please remember that it will be the truly exceptional person who ranks high in all categories.

Under each general heading check the phrase which most accurately describes the applicant's HABITUAL behavior with regard to that specific trait.

1. How well is the applicant able to direct and influence others along definite lines of action?
  - Poor leader; incapable of directing others
  - Usually follows the lead of others
  - Normally successful in directing and controlling others
  - Very successful in leading others
  - Exceptional leader; inspires others along desirable lines of action.
  - Have not observed applicant in this role
  
2. How well does individual work with associates and others for the good of the group?
  - Exceptionally successful in working with others and inspiring confidence
  - Cooperates willingly and actively regardless of self-benefit; makes things go smoothly
  - Cooperates with others toward accomplishment of common cause
  - Gives limited cooperation: neglects common good for own interests
  - Cooperates grudgingly: makes trouble -- obstructionist
  - Have not observed applicant in this role
  
3. How does this person react to suggestion or criticisms by others?
  - Takes criticism as a personal limit
  - Resents suggestions
  - Listens to suggestions but may react without considering them
  - Follows suggestions willingly
  - Asks for criticisms and suggestions
  - Have not observed applicant in this role
  
4. How responsible is applicant? Able to competently get things done on own?
  - Irresponsible even under supervision
  - With constant supervision will do satisfactory work
  - Usually needs detailed instructions with regular checks of work
  - Carries out routine activity on own responsibility
  - Exceptionally able to accomplish work without close supervision
  - Have not observed applicant in this role
  
5. How well does this person apply energy and persistence in following a job through?
  - Needs much prodding to complete work
  - Rather indifferent; does not finish job
  - Completes assigned tasks of own accord
  - Industrious, energetic; dependable at all times
  - Unusual perseverance; does more than expected
  - Have not observed applicant in this role
  
6. How well does applicant control emotions?
  - Unusual balance between responsiveness and control
  - Well-balanced
  - Usually well-balanced
  - Unresponsive; apathetic
  - Tends to be over-emotional
  - Easily depressed, irritated or elated
  - Have not observed applicant in this role

**Narrative Report**

How long have you known the applicant?\_\_\_\_\_ How have you observed the applicant, particularly in working with children?\_\_\_\_\_

Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you have no knowledge, please say so.

a. Impression of suitability as a camp counselor. Would you be willing to have your children under individual's supervision for a period of weeks in a camp situation? If not, why not?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Maturity of judgment. How does this person react in situations of stress, i.e., make decisions?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Dependability. Can be relied upon? Does person weaken in absence of authority?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To your knowledge does the applicant have any proclivity toward child abuse or sexual abuse?

\_\_\_\_\_

Your name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone # \_\_\_\_\_

Please return promptly to Jenny Wilczewski, Director  
Colorado Academy Summer Programs  
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Denver, CO 80235