

## Internship Reference Form

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

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

Name of Reference \_\_\_\_\_ Years Known \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Please answer the following questions concisely and honestly. An answer that may be perceived negatively will not necessarily remove the applicant from the hiring process. However, the feedback may be helpful later to address issues or situations if they were to arise.

1. What have you observed to be this applicant's greatest strengths?
2. What have you observed to be 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 the age of 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	respectful	compassionate	cheerful	team-player

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

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 towards 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 and empathizes with appropriate emotions	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	Rigid 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 resource helps us immeasurably as we consider applicants. Please feel free to add any additional comments or concerns that you feel will help us.

**Please return the completed form to:**

Door Creek Church  
 Attn: Internship Reference Program  
 6602 Dominion Drive  
 Madison, WI 53718  
 Email: kmesser@doorcreekchurch.org