



# PHJC Volunteers

*Make a difference with heart!*

## Employer or Supervisor - Reference Form

*(Reference is to be completed by someone under whom the applicant has worked. It may not be completed by a relative, coach, spouse, partner or significant other.)*

*This reference form will help us to better know the applicant for our Volunteer Program as we consider her acceptance and placement with the PHJC Volunteer Program. When possible, please use specific examples or scenarios in the answers. Please return this form directly to our office as soon as possible at the address or FAX number provided at the end of this form.*

*The Poor Handmaids of Jesus Christ Volunteer Program seeks mature, well-balanced, motivated individuals compelled by our Mission and Core Values. This reference will be reviewed by the co-directors of the Volunteer program as well as by the supervisor of the agencies/ministries for which the applicant may be considered.*

### APPLICANT INFORMATION (This section to be completed by the applicant.)

Applicant's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

I waive my right of access to this form.      I do not waive my right of access to this form.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REFERENCE INFORMATION (This section to be completed by the reference.)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Length of time reference has known applicant: \_\_\_\_\_

**QUESTIONS REGARDING THE APPLICANT:** Please type your numbered responses on a separate sheet of paper. Keep a completed copy for your records and return this reference to the address/ fax listed at the bottom of this form. Thank you for your candid responses!

1. List three adjectives that describe the applicant.
  
2. What was the position the applicant held at your organization? Please list the applicant's roles and responsibilities.
  
3. How did the applicant improve /not improve over time?
  
4. Please describe a time when you gave constructive criticism to the applicant. What were the circumstances? How did she respond? What was the outcome?
  
5. Please describe a time when you asked the applicant to accept additional responsibilities. What were the circumstances? How did she respond? What was the outcome?
  
6. Please describe a time, if possible, when the applicant took a leadership role in your organization. What were the circumstances? What was the outcome?
  
7. The Poor Handmaids of Jesus Christ live by four core values: openness to the Spirit, community, simplicity and dignity and respect for all. Can you give examples of how this applicant may have lived out these values? Can you give examples of when the applicant did not live these values?

8. Can you explain the **diversity** in the population with whom this applicant worked? Was the applicant tolerant and accepting of differences in cultural backgrounds, economic status, age, religious affiliations, etc.?
  
9. Does the applicant demonstrate self-awareness, self-initiation and a willingness to learn?
  
10. Do you have any reservations about this applicant? Please explain.

Please rate the applicant on the following interpersonal skills. Check the box that you feel best describes how the applicant typically behaves on most projects and with most people.

	Excellent	Satisfactory	Needs Improvement	Unsatisfactory	N/A
Demonstrates punctuality					
Works allotted time					
Seeks feedback					
Adheres to dress code					
Takes initiative					
Solves problems					
Accepts directions well					
Interacts with diverse populations					
Effectively handles crisis					
Exhibits organizational skills					
Displays good judgement in everyday situations					
Works well in team environment					
Uses time effectively					
Seeks professional growth					
Is able to express own needs					
Shares ideas to better the organization					
Demonstrates enthusiasm					
Demonstrates integrity					
Demonstrates respect for all persons					

**Overall, how would you rate the applicant? (Check one.)**

Exceptional, rare find. (Top 5%)

Confidently recommend with no reservations (Top 15%)

Good, better than many (Top 25%)

Recommend. No strong feelings (Top 50%)

Might be okay. (Below 50%)

Do not recommend.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please return this Reference Form to:**

Sr. Connie Bach, PHJC  
PHJC Volunteer Program  
P.O. Box 1  
Donaldson, IN 46513

... or Fax to (574) 287-8342  
Attention: Sr. Connie Bach