



CONFIDENTIAL REFERENCE

ADVENTIST VOLUNTEER SERVICE

www.adventistvolunteers.org

Applicant Name _____ Referee Name _____

Applicant Initial one ___ I give up my right to review this reference once completed ___ I do not give up my right to review this reference once completed

Dear Referee:

Processing of the above-named applicant cannot be finalized without your reference. Thank you for taking a few minutes to give us your candid perception of this potential volunteer. We value your input. Please indicate the qualities that the applicant possesses that would enable him/her to work and live well with others in a foreign environment. In each category, check the characteristics that best describe the applicant. Add brief performance-related comments if necessary. Check all that apply.

Reasoning & Comprehension

- brilliant, exceptional capability
- makes thoughtful analysis
- alert, has good mind
- average mental ability
- learns and thinks slowly

Interpersonal Relationships

- listens accurately to others
- responds to the feelings and needs of others
- initiates friendships and cares for others
- resolves interpersonal conflicts
- relates well to individuals of other races/cultures
- develops relationships with individuals of other races/cultures
- impatient with others
- easily irritated

Work Habits

- serves beyond what is required
- superior creative ability
- consistently reliable
- organized
- detail oriented
- overly perfectionistic
- does only what is assigned
- meets average expectation
- unorganized
- starts but often does not finish

Emotional Strength

- able to work in difficult and isolated situations
- good control in difficult situations
- accepts constructive criticism
- flexible in the face of change
- able and willing to adapt
- perseveres through difficulties
- usually well balanced
- easily discouraged
- overly emotional

Adventist Lifestyle & Standards

- lives in harmony with
- accepts
- understands
- somewhat rigid
- challenges
- ignores

Teamwork

- works well with others
- follows directions
- prefers to work in a team
- prefers to work alone
- frequently causes friction
- prefers a structured environment
- prefers an open environment
- tends to be domineering

Spirituality

- exceptional insight and discipline
- active faith
- immature faith
- dedicated
- growing
- somewhat rigid beliefs
- searching
- has made basic commitment
- uncommitted

Leadership

- exceptional leadership
- inspires others
- respectful of others
- has some leadership skills
- tries but lacks ability
- prefers supportive roles
- makes no attempt to lead

Church Doctrines

- understands
- lives in harmony with
- accepts
- somewhat rigid
- challenges
- ignores

Personality / Sociability

- seeks others out
- makes friends easily
- accepts others
- reserved, but friendly
- avoids others
- conceited
- critical of others
- shy or withdrawn
- moody or sullen
- easily offended
- lacks a sense of humor

Communication

- skilled in public speaking
- speaks clearly and tactfully
- writes clearly and tactfully
- able to express thoughts
- sometimes hard to understand

Knowledge of the Bible

- superior grasp
- well established
- basic, but improving
- sketchy, limited

Perception of Others

- sought after by others
- liked by others
- tolerated by others
- avoided by others

Spiritual Influence

- positive
- passive
- negative

Relationship to Authority

- relates well to persons of authority
- accepts authority
- tolerates authority
- challenges authority
- resists authority
- often argumentative

The applicant should be considered: ___Excellent ___Above Average ___Average ___Below Average ___Not Acceptable SV-004 7/09

Using a DARK pen or pencil, please TYPE or PRINT your responses in large letters below.

1. Describe any special performance-related skills or abilities you feel would contribute to the success of the applicant in mission service.

2. Describe any performance-related weakness or tendency you believe might reduce the effectiveness of the applicant in their overall performance of mission service.

3. Describe any performance-related event, situation or experience (positive or negative) the applicant has experienced recently which you feel might impact his/her service?

4. Use this space for additional comments or remarks.

Referee, please <u>print</u> or type:			DATE _____
1. How often do you interact with the applicant?	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Rarely
2. How long have you known the applicant?	<input type="checkbox"/> Over two years	<input type="checkbox"/> One to two years	<input type="checkbox"/> Less than one year
3. What is your relationship to the applicant?	<input type="checkbox"/> Pastor <input type="checkbox"/> Co-worker	<input type="checkbox"/> Church Officer <input type="checkbox"/> Friend	<input type="checkbox"/> Employer <input type="checkbox"/> Other _____
NAME _____	PROFESSION _____		
ADDRESS _____	TELEPHONE _____		
_____	E-MAIL _____		



When completed, return to Applicant's Home Division Volunteer Coordinator: