



## Reference for Employee or Intern

To: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ has listed you as a reference and we would appreciate your response to the following questions to assist in our evaluation. If you have any questions please call us at 540-864-6792. Your evaluation is a crucial step in our hiring process and an employment offer cannot be made with a completed reference form. Visit

[www.wilderness-adventure.com](http://www.wilderness-adventure.com) to learn more about our program. Please return this reference form as soon as possible.

Please save this form as a word document then email it as an attachment to [kait@wilderness-adventure.com](mailto:kait@wilderness-adventure.com). Thank you very much for your time.

In what capacity have you known and observed the applicant?	Dates (Month & Year) From _____ To _____
Reason Applicant left employment	Would you consider applicant for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No

Based on your interaction and experience with the applicant, please share your observations about the applicant's performance in the following areas:

Area	Description / Comments	Rating
<b>Risk Management</b>	Displays sound judgment & a positive attitude toward personal & group risk management. Considers safety first when making decisions. Follows operating procedures & program policies. Manages groups well in a crisis.	Outstanding <input type="checkbox"/>
	Comments:	Above Average <input type="checkbox"/>
<b>General Outdoor Skills</b>	Proficient leading groups hiking and camping. Proficient in minimum impact skills & techniques. Can use and teach backcountry navigation techniques. Overall comfort in an outdoor setting.	Average <input type="checkbox"/>
	Comments:	Below Average <input type="checkbox"/>
<b>Work Ethic and Attitude</b>	Unparalleled work ethic. Gets the job done. Not a clock-watcher. Will do what is necessary to complete the task. Maintains a positive attitude through adversity.	Not Observed <input type="checkbox"/>
	Comments:	Outstanding <input type="checkbox"/>
<b>Group Leadership and Facilitation</b>	Ability to supervise participants in a camping environment, form effective groups, build cohesion, use group dynamics to enhance group functionality.	Above Average <input type="checkbox"/>
	Comments:	Average <input type="checkbox"/>
<b>Teaching Skills</b>	Effective communication skills for multiple audiences. Experienced developing and following written lesson plans. Works effectively with children.	Below Average <input type="checkbox"/>
	Comments:	Not Observed <input type="checkbox"/>
<b>Organization and Planning</b>	Able to define tasks, set priorities and follow through on projects. Anticipates problems and develops alternative solutions	Outstanding <input type="checkbox"/>
	Comments:	Above Average <input type="checkbox"/>
<b>Integrity, Responsibility and Teamwork</b>	Open, honest and complete communication. Their actions match their words. Seeks and accepts responsibility. Works well without supervision. Self motivated. Works well with others, adapts well to changes.	Average <input type="checkbox"/>
	Comments:	Below Average <input type="checkbox"/>
		Not Observed <input type="checkbox"/>

*Personally speaking, what are the strengths of the applicant?*

*What are their weaknesses, or areas needing further improvement?*

*What support does the applicant need in order to contribute most effectively inside an organization?*

*Any additional comments you would like to make:*

Thank you for your thoughts and observations!

Signature/Name:	Date:
Organization:	Title:
Telephone:	
Address:	

**Please email this completed form as an attachment to [kait@wilderness-adventure.com](mailto:kait@wilderness-adventure.com)**

**or**

**Fax to: 540-864-6800**

**or**

**Mail to: 11176 Peaceful Valley Rd, New Castle, VA 24127**

[www.wilderness-adventure.com](http://www.wilderness-adventure.com)