



UNM REFERENCE CHECK FORM – Camp Rising Sun

Job Title: _____ Applicant's Name: _____

Name of Reference: _____ Name of Reference Organization: _____

Date of Reference Check: _____ Telephone number: _____

1. "How long have you known the applicant?" _____

2. "In what capacity?" _____

3. "What was the nature of her/his involvement/job in your organization?" _____

4. "How effective was she/he?" _____

5. Please review the job description. In your opinion, does the applicant have the knowledge, skills, and ability to perform the job described?" Please explain...

6. "From what you know of the applicant, how well do you think he/she would interact with:

Peers: _____

Those s/he could be supervising (campers): _____

Supervisors: _____

Additional Comments: _____

8. "How well does/did she/he complete assigned tasks?" _____

9. "How does she/he handle stress?" _____

10. "Are there any additional comments you would like to make about the applicant in general, that might assist us in determining how/with whom to place the applicant? Please describe in detail.

Return this form as soon as possible; we cannot make a job offer or send follow-up material until this has been completed. Applicants are hired on an on-going basis, as references are returned.

Address: CDD-CRS 2300 Menaul NE, Albuquerque, NM 87107

Thank you for your time and assistance.