



REFERENCE FORM
(For reference by mail for potential Master Gardener Volunteers)

_____ is applying to work as a Master Gardener volunteer for the West Virginia University Extension Office and has given your name as a reference.

The Extension Service seeks your assistance in selecting the most qualified people to serve in volunteer roles and will appreciate your prompt completion of this reference form. All comments will be treated in a confidential manner.

How long and in what capacity or position have you known the applicant?

Please circle how you would evaluate the applicant's qualities, using this scale:

	E - Excellent	G - Good	F- Fair	NK - Not Known
Getting along with others	E	G	F	NK
Communication Skills	E	G	F	NK
Ability to Organize	E	G	F	NK
Respect for Others	E	G	F	NK
Dependability	E	G	F	NK
Sense of Humor	E	G	F	NK
Sense of Fairness	E	G	F	NK
Enthusiasm	E	G	F	NK
Flexibility	E	G	F	NK
Patience	E	G	F	NK
Initiative	E	G	F	NK
Resourcefulness	E	G	F	NK

*****Please see reverse for conclusion of reference form.*****

Please share your impression and knowledge of the applicant's qualifications for the position by using specific examples where possible. (Circle your opinion).

- 1.) How would you rate the applicant's general ability to work in a volunteer role with peers?
A. Excellent B. Good C. Fair D. Poor

Comments: _____

- 2.) What additional skills, abilities and attributes does the applicant have that would be helpful in this role? _____

- 3.) How much experience does the applicant have working with people who are developmentally disabled, from different cultural backgrounds, from different socioeconomic backgrounds?
A. Much experience B. Some experience C. Little or no experience

- 4.) How would you describe the applicant's ability to handle records and/or money?
A. Very good. I would trust this person with my organization's records and money.
B. Fair. This person will do OK, but will need some help handling records and money.
C. Poor. Handling records and money is a problem for this applicant.

- 5.) How would you describe the applicant's general outlook/stability?
A. Consistently positive and reasonable.
B. Usually positive, but has occasional bad moods.
C. Moody and hard to predict.
D. Consistently negative, grumpy and unreasonable.

- 6.) Do you know any reason why this person should NOT be considered for this volunteer position?

Yes Comments: _____
 No _____

Printed name

Signature

Date

Thank You! We appreciate your assistance in helping the West Virginia University Extension Service select the best qualified people to serve in volunteer roles.

Please return the completed form to:

-----Office Use Only Below This Line-----

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Date Returned: _____