

# Boojum Institute for Experiential Education

## Reference for Employee, Volunteer or Intern

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

\_\_\_\_\_ has applied to the Boojum Institute for the position of \_\_\_\_\_.

The applicant 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 the Boojum Institute at (951) 763-4102. Please return this reference form as soon as possible. Thank you very much for your time.

**Applicant:**  
Please fill in the name of your reference, today's date, your name, and the position you are applying for before sending this form to your reference.

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 direct experience with the applicant, please share your observations about the applicant's experience, aptitude and 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"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed <input type="checkbox"/>
	Comments:	
<b>General Outdoor Skills</b>	Proficient leading groups hiking and camping. Experienced setting up backcountry group camps, kitchens and toilet facilities. Proficient in minimum impact skills & techniques. Can use and teach backcountry navigation techniques.	Outstanding <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed <input type="checkbox"/>
	Comments:	
<b>Ecology and Natural History</b>	Knows basic ecology & can interpret both natural history & ecological concepts.	Outstanding <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed <input type="checkbox"/>
	Comments:	
<b>Group Leadership and Facilitation</b>	Ability to supervise students outdoors in a camping environment, form effective groups, build cohesion, use group dynamics to enhance group functionality.	Outstanding <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed <input type="checkbox"/>
	Comments:	
<b>Teaching Skills</b>	Effective communication skills for multiple audiences. Experienced developing and following written lesson plans. Works effectively with children.	Outstanding <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed <input type="checkbox"/>
	Comments:	

Area	Description / Comments	Rating
<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"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed <input type="checkbox"/>
	Comments:	
<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.	Outstanding <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Not Observed <input type="checkbox"/>
	Comments:	

In what ways have you observed the applicant to be particularly effective in contributing to an organizational or personal mission or goal?

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

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Any additional comments you would like to make:

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Thank you for your thoughts and observations!

Signature	Date
Please Print Name	Telephone
Organization	Title
Address	

**Please mail or fax the completed form attention: field staff application, at the address below.**

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