CONFIDENTIAL REFERENCE FROM EMPLOYER / SUPERVISOR

**Purpose Statement:**

*In response to God's love, grace and truth:*

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God, God's Word,

God's people of every ethnicity and culture

and God's purposes in the world.

|  |  |
| --- | --- |
| **NAME OF APPLICANT** | Click or tap here to enter text. |
| **POSITION APPLYING FOR** | Click or tap here to enter text. |
| **NAME OF REFERENCE** | Click or tap here to enter text. |
| **DATE** | Click or tap here to enter text. |

**\*Please email this confidential reference directly to Human Resources, not the applicant.**

|  |  |
| --- | --- |
| **NAME OF HIRING SUPERVISOR** | Click or tap here to enter text. |
| **EMAIL ADDRESS FOR COMPLETED REFERENCE** | [employment@intervarsity.org](mailto:employment@intervarsity.org) |
| **DUE DATE** | Click or tap here to enter text. |

**Thank you for completing this reference form.** We will consider your comments very seriously as we interview prospective staff. In addition, your comments will assist in providing the best supervision for this individual, if he/she is hired. Your prompt response is greatly appreciated. **We will need all references in order to make a hiring decision.**

* Please do not answer any questions unless you have PERSONAL DATA from which to draw.
* Please complete the form electronically. Be sure that the form includes the applicant's name. Please email the form to Human Resources using the email address listed above.

InterVarsity Christian Fellowship Fellowship/USA is an **evangelical** campus **mission** serving more than 35,000 **students** and faculty on more than 560 college and university campuses nationwide. Incorporated in 1941, InterVarsity has a rich **tradition** of campus **witness**, thoughtful **discipleship**, and a **concern** for **world missions.** InterVarsity’s National Office (also known as the National Service Center) is located in Madison, WI. Click on [www.intervarsity.org](http://www.intervarsity.org) for more information.

1. How long have you known the applicant?

Click or tap here to enter text.

1. What is your relationship to the applicant?

Click or tap here to enter text.

1. Using numbers 1, 2 and 3, please note below the applicant's three strongest areas. Using numbers 5 and 6 note his/her two weakest areas.

|  |  |
| --- | --- |
| # | 1. Knows self well |
| # | 1. Is supportive of others |
| # | 1. Is cool under pressure |
| # | 1. Can function in a job where there is more to do than time to do it |
| # | 1. Can structure his or her own time with minimal daily supervision |
| # | 1. Is a self-starter / takes initiative |
| # | 1. Has considerable drive / is goal-oriented |
| # | 1. Is quickly at home with new people |
| # | 1. Is effective at oral communication |
| # | 1. Exercises leadership |
| # | 1. Can work with a diversity of people |
| # | 1. Works best in a team context |
| # | 1. Is adept at problem-solving |

1. Please comment on any personal characteristic(s) listed above in order to help us know the applicant better.

Click or tap here to enter text.

1. Would you be pleased to have this applicant continue (or return to) your employment?

|  |  |
| --- | --- |
| Yes, with enthusiasm | Yes |
| Uncertain | No |

If uncertain or no, why? Click or tap here to enter text.

1. In the course of the day, what work habits have you observed?

Click or tap here to enter text.

1. Has the applicant taken a leadership role in her or his current position? If so, what?

Click or tap here to enter text.

1. What relational skills does the applicant have? Please illustrate.

Click or tap here to enter text.

1. How could the applicant improve how he or she relates to others?

Click or tap here to enter text.

1. In what ways, if any, has her or his Christian faith affected your place of employment and individuals?

Click or tap here to enter text.

1. Is there anything further you would like to add that would be valuable in our assessment of this applicant?

Click or tap here to enter text.

Please enter your contact information below.

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL NAME** | Click or tap here to enter text. | **ZIP CODE** | Click or tap here to enter text. |
| **EMAIL ADDRESS** | Click or tap here to enter text. | **PHONE NUMBER** | Click or tap here to enter text. |
| **DATE** | Click or tap here to enter text. |  | |