



VOLUNTEER REFERENCE FORM

To the Applicant: Please fill out this section.

Your Name _____ Date of Requested Opportunity _____

Address _____

Phone Number _____ E-mail Address _____

OPTIONAL: YES NO *"I hereby waive any right of access to this evaluation"*

To the Evaluator:

The above individual is applying to be a volunteer with Engeye Scholars, a non-profit organization which operates in Ddegeya village in rural Uganda. If accepted, the applicant will serve as a volunteer in a rural Ugandan school and will live under often demanding conditions (culturally, professionally and sometimes physically).

Assessing the Applicant

We ask you to be as candid as possible in your evaluation of the applicant. Teaching in rural Uganda demands self-confidence, perseverance, flexibility, and sensitivity to other cultures. Please keep these characteristics in mind as you write about the candidate. Because recommendations play an important role in helping us decide what kind of placement will be most suitable for the volunteer, it is in the applicant's best interest that you provide an accurate and detailed evaluation. Your comments about unusual or outstanding qualities and potential weaknesses are especially helpful.

Mailing the Evaluation

After completing the reference form, please mail or e-mail the application to Engeye Scholars.

Please feel free to contact us with any questions:

Engeye Scholars
PO Box 11613
Albany, NY, 12211 USA
phone: 518.462.4975
e-mail: Elaine@engeyescholars.com

Reference form continued

I. Please answer the following questions as completely and candidly as possible on a separate sheet of paper, *giving specific examples*. Please number each question.

1. For how long and in what capacity have you known the applicant?
2. How well do you think the applicant would cope when faced with difficult or awkward situations posed by living and working in a rural Ugandan village or foreign culture?
3. How flexible and adaptable is the applicant?
4. What are the applicant's most outstanding abilities or characteristics?
5. What are the applicant's weaknesses?
6. Do you have any reservations or concerns about the applicant's potential to succeed in this experience?
7. Any additional comments you feel would help us to evaluate this candidate.

II. We realize that sometimes it is difficult to assign a number to skills and strengths, but please rate the applicant to the best of your ability in the following areas, according to the scale provided. Wherever possible, compare the applicant to other employees, volunteers, or students you have supervised or taught in comparable positions.

Scale:

- 1 = One of the best I have ever known 3 = Middle one-third NA = No opportunity to judge
 2 = Top one-third 4 = Bottom one-third

Communication Skills	1	2	3	4	NA
Speaks clearly and articulately					
Writes clearly and articulately					
Clear reasoning ability					
Self-confidence when speaking to a group					
Job Skills	1	2	3	4	NA
Organizational ability					
Quickness in learning a new skill					
Professionalism on the job					
Ability to work independently					
Common sense and good judgment under pressure					
Interpersonal Skills	1	2	3	4	NA
Willingness to accept instruction					
Ability to get along with colleagues					
Patience with others					
Maturity when working with/for others					
Ability to change behavior to accommodate others					
Ability to work with people of different backgrounds					

Your Name _____ Position _____

Place of Work _____ Relationship to Applicant _____

Address _____

Telephone _____ E-mail _____