

Date: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

The individual who has asked you to complete this reference form has applied for a position as an Extension Agent with K-State Research and Extension. Please assess this individual's abilities and qualifications. Feel free to attach additional information in the form of a letter. Reference information will be kept confidential and will be used solely for the purpose of determining suitability, eligibility and qualifications for employment as an Extension Agent. It is not to be released to any person not officially involved in the employment selection process nor will it be released to the applicant.

**PERSONAL RATING OF PROSPECTIVE EMPLOYEE**

Please check the column that best describes this applicant's characteristics.

	(1) May need considerable training or experience to do this.	(2) Not as good as most.	(3) About average.	(4) Would be better than most.	(5) Would be one of best you could find.	(6) Lack Evidence
Optimistic/Positive Attitude	___	___	___	___	___	___
Work Habits	___	___	___	___	___	___
Initiative/Self Starter	___	___	___	___	___	___
Enthusiasm for Life/Work	___	___	___	___	___	___
Cooperation with Co-Workers	___	___	___	___	___	___
Organizes Time and Work	___	___	___	___	___	___
Interpersonal Skills	___	___	___	___	___	___
Judgment	___	___	___	___	___	___
Oral Communication Skills	___	___	___	___	___	___
Written Communication Skills	___	___	___	___	___	___
Listening Skills	___	___	___	___	___	___
Creative/Innovative	___	___	___	___	___	___
Teaching Skills	___	___	___	___	___	___
Self-Confidence	___	___	___	___	___	___
Tactful/Courteous	___	___	___	___	___	___
Dependability/Promptness	___	___	___	___	___	___
Maturity/Poise	___	___	___	___	___	___
Flexibility/Adaptability	___	___	___	___	___	___
Honesty/Integrity	___	___	___	___	___	___
Values Differences in Others	___	___	___	___	___	___

