K-State Research and Extension
Extension Operations
121 Umberger Hall
Manhattan KS 66506-3414
phone: 785-532-5790
fax: 785-532-3079
website: http://www.ksre.ksu.edu

K·STATE Research and Extension

Reference Evaluation Form

Date:_____ Applicant's Name: _____

The individual who has asked you to complete this reference form has applied for a position as a Summer Intern 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 a Summer Intern. 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. This is not an online form.

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	____	____	____	____	____	____

Please call 785-532-5790 if you would like to request a position announcement to review.

A. How are you acquainted with this individual?

_____

_____

_____

How long have you known this individual? _____

B. Summer Interns may have contact with youth through various Extension youth educational programs. Would you be willing to place a child for whom you are responsible in this person's care? _____ Yes _____ No If no, please explain.

_____

_____

_____

C. Would you employ this person to work under your supervision? _____ Please explain.

_____

_____

_____

D. What would you consider this person's strongest assets?

_____

_____

_____

E. What reservations would you have in recommending this person for employment?

_____

_____

_____

Name: _____

Address: _____

_____

Phone: _____

Email: _____

Please return this form to:

Extension Operations
121 Umberger
Manhattan, KS 66506-3414
Fax: 785-532-3079
email: ksrejobs@ksu.edu

Date: _____

K-State, County Extension Councils, Extension Districts and U.S. Department of Agriculture cooperating.
EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Affirmative Action / Equal Opportunity employer committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons, including employment of disabled veterans of the Vietnam era.