

REFERENCE FORM

APPLICANT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION APPLIED FOR:

 [ ]  Instructor: Works with students in the field to deliver the mission

 [ ]  Logistics: Facilitates the issuing and maintenance of gear, food and support for an entire course.

 [ ]  Field Internship: Gains experience on all aspects of programming and course functions

Outward Bound California positions are held primarily in San Francisco, the High Sierra and High Desert (Joshua Tree). Courses involve remote wilderness experiences as well as urban environments of San Francisco. Programs are demanding for staff and students alike. Staff are responsible for the safety and educational experiences of youths (12 y/o+) to adults on expeditions from 1 to 50 days.

Wilderness based courses include technical activities such as mountaineering, rock climbing and backpacking. These activities are used as catalysts for personal enrichment and group development. Instructors must possess the appropriate blend of technical outdoor skills, teaching skills, and interpersonal skills for this position. A majority of programs serve students from 14-22 years of age.

Your candid appraisal of the applicant’s qualifications will assist in our evaluation of his or her suitability for employment with Outward Bound California.

1. How long and in what capacity have you known the applicant?
2. Please rate the applicant in the following areas (please be candid):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor | N/A |
| Is able to teach creatively | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Is able to teach in a sequential manner | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Is dependable | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Is able to work well with others (co-worker, peers, supervisors) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Possesses sound judgment | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Displays ability to manage groups | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Has demonstrated leadership skills | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Is able to effectively facilitate group behavior, including conflict | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Is a hard worker, able to get the job done, etc. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Possesses compassion, tolerance and sensitivity to others | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Can weigh options and make sound decisions | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Outdoor skills (LNT, backpacking, mountaineering, etc.) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Is physically fit | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Is able to give and receive feedback | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

1. If this candidate previously worked for you would you consider rehiring? [ ]  Yes [ ]  No

 If no, why not

1. Overall comments and recommendation (or reservations) for this position – PLEASE BE CANDID

 Name Date

 Email address Position or Title

 Phone Signature

 May we call you for additional information? [ ]  Yes [ ]  No