



**ADMINISTRATIVE OFFICE**  
 715 - 28<sup>th</sup> Street, South • La Crosse, Wisconsin 54601  
 800-582-2267 • 608-787-8304 • Fax 608-787-8257  
 Info@WeHaKeeCampforGirls.com • WeHaKeeCampforGirls.com

# STAFF REFERENCE FORM

## REQUEST FOR REFERENCE

\_\_\_\_\_ (*applicant's name*) is applying for a summer camp position at WeHaKee Camp for Girls, an all girls residential camp owned and operated by the Catholic Dominican Sisters. The task of selecting the right staff for this important position is difficult and we would appreciate your analysis of the above named applicant. Please respond as promptly as possible, because further action depends on your response.

YOUR NAME: \_\_\_\_\_ YOUR POSITION/TITLE: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ RELATIONSHIP WITH THE APPLICANT: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_

### **OBJECTIVE RATING**

Under each general heading please check the phrase which most accurately describes the applicant's routine behavior.

1. WeHaKee staff work with girls ages 7 – 17 in a residential setting. How well is this candidate able to direct and influence children along definite lines of action?

- Usually follows the lead of others*
- Normally successful in directing and controlling others*
- Very successful in leading others*
- Exceptional leader; inspires children along desirable lines of action*

COMMENT: \_\_\_\_\_

2. Each staff member will work with others in supervision of campers, activity leading and in general camp management. How well does this candidate work with peers/associates for the good of the group?

- Gives limited cooperation; neglects common good for own interests*
- Cooperates with others toward accomplishment of common cause*
- Cooperates willingly and actively regardless of self-benefit; makes things go smoothly*
- Exceptionally successful in working with others in inspiring confidence*

COMMENT: \_\_\_\_\_

3. Camp is a learning environment for campers and staff where each person is asked to improve her/himself. How does this candidate react to suggestions or criticisms by others?

- Resents suggestions; Takes criticism as a personal insult*
- Listens to suggestions, but may act without considering them*
- Follows suggestions willingly*
- Asks for criticisms and suggestions*

COMMENT: \_\_\_\_\_

4. Each staff member has personal assignments for leadership and instruction roles. How responsible is she/he? Is she/he able to get things done on her/his own?

- With constant supervision will do satisfactory work*
- Carries out routine activity on own responsibility*
- Exceptionally able to accomplish work without close supervision; shows initiative*

COMMENT: \_\_\_\_\_

5. Camp counselors work long hours with constant demands on their energy and attitude How well does she/he apply energy and persistence in job follow through?

- Needs much prodding to complete work
- Completes assigned tasks of her/his own accord
- Industrious, energetic, dependable at all times

COMMENT: \_\_\_\_\_

6. Due to the constant demands of working with our campers(ages 7 – 17), how well does she/he handle emotions in stressful circumstances?

- Easily irritated, resentful, depressed or withdrawn; Can be over-emotional;
- Sometimes frustrated under constant demands from others
- Well-balanced. Gives of themselves for the needs of others.

COMMENT: \_\_\_\_\_

7. Camp staff members uphold safety and security standards on behalf of the campers, staff and camp. How well does this candidate uphold rules and guidelines?

- Disregards rules and guidelines when not in agreement or when they think they know better
- Challenges rules and guidelines and acts without considering reasons for them
- Follows rules and guidelines
- Upholds rules and guidelines and ensures others do as well

COMMENT: \_\_\_\_\_

### **NARRATIVE REPORT**

Please comment on the following:

1. Describe your knowledge of the applicant's interest, ability and experience in working with girls or youth (ages 7 – 17)?
  
2. What qualities best describe the applicant's ability to perform the position for which they have applied?
  
3. Would you be willing to place a child for whom you are responsible under the care of the applicant? Please explain.
  
4. What other information can you provide that explains why we should hire the applicant to work at Camp WeHaKee?

Respondent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to:  
**WeHaKee Camp for Girls Administrative Office**  
715 28<sup>th</sup> Street, South • La Crosse, Wisconsin 54601  
FAX: 608-787-8257 • E-mail: Info@WeHaKeeCampforGirls.com