



Sept. 1st – May 31st

- Administrative Office -

715 28th Street, South
La Crosse, Wisconsin 54601 USA
1-800-582-2267 FAX 1-608-787-8257
Internationally: 001-608-787-8304

June 1st – August 31st

- WeHaKee Camp for Girls -

N8104 Barker Lake Road
Winter, Wisconsin 54896 USA
1-800-582-2267 FAX 1-715-266-2267
Internationally: 001-715-266-3263

Staff Reference Form

Please complete, sign and return this form to the WeHaKee Camp for Girls Administrative Office.

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 is important 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 criticism 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:



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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.
- Able to exceptionally 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, and 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 the rules and guidelines.
- Upholds rules and guidelines and ensures others do as well.

Comment:



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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 (age 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: _____