



Cornell University
Cooperative Extension
of Delaware County

4-H Camp Shankitunk
34570 St Hwy 10
Suite 2
Hamden NY 13782

Telephone: 607-865-6531
Fax: 607-865-6532
e-mail: delaware@cornell.edu
www.campshankitunk.org

STAFF REFERENCE

Instructions: **Please type or print clearly**

Cornell Cooperative Extension of Delaware County is currently recruiting candidates to fill staff vacancies at 4-H Camp Shankitunk. You have been selected to provide a reference for _____ who is applying for a _____ position at the Camp. At 4-H Camp Shankitunk, we pride ourselves in selecting qualified and dedicated individuals to work with children ages 6 to 16. Your assistance in this process is greatly appreciated.

1. How long have you know the applicant? _____

2. In what capacity have you known the applicant?

Employer _____ Personal Friend _____
Family Friend _____ Other (explain) _____

3. If you were a former employer, would you consider rehiring the applicant?

Yes _____
No _____ (If no, please state reason why.)

4. Please rate the applicant in the following areas using a scale of :

		POOR	FAIR	GOOD	VERY GOOD	EXCELLENT
A.	Ability to work with children ages: 6 & 7	1	2	3	4	5
	Ability to work with children ages: 8 – 10	1	2	3	4	5
	Ability to work with children ages: 11 - 12	1	2	3	4	5
	Ability to work with children ages: 13 - 16	1	2	3	4	5
B.	Ability to take leadership role:	1	2	3	4	5
C.	Shows initiative and creativity:	1	2	3	4	5
D.	Is responsible and reliable:	1	2	3	4	5
E.	Shows enthusiasm:	1	2	3	4	5
F.	Possesses a sense of humor:	1	2	3	4	5
G.	Ability to take constructive criticism:	1	2	3	4	5
H.	Uses mature judgement in decision making:	1	2	3	4	5
I.	Is self-confident:	1	2	3	4	5
J.	Exhibits sensitivity and patience in dealing with children:	1	2	3	4	5
K.	Ability to handle emergency situations:	1	2	3	4	5
L.	Is reliable, prompt and conscientious:	1	2	3	4	5
M.	Is honest and dependable:	1	2	3	4	5
N.	Appearance:	1	2	3	4	5
O.	Ability to be an appropriate role model:	1	2	3	4	5
P.	Human relations:	1	2	3	4	5
Q.	Communication skills:	1	2	3	4	5
R.	Problem solving skills:	1	2	3	4	5
S.	Ability to live in an outdoor environment:	1	2	3	4	5
T.	General Health:	1	2	3	4	5

5. What skills or special abilities do you feel this individual has that qualifies the applicant for a camp staff position?

6. Would you trust this individual to care for your own children?
_____ Yes _____ No _____ Not Applicable

If "no," please explain.

7. Please check and explain your endorsement of this applicant:
_____ Cannot recommend for a camp position.
_____ Recommend with some reservation.
_____ Recommend for a camp position.
_____ Highly recommend individual for a camp position.

Briefly explain your choice:

8. Any additional comments regarding this applicant?

Name: _____ Position: _____
Address: _____
Telephone Number: (W) _____ (H) _____
Date: _____

**IMMEDIATE RESPONSE IS CRITICAL TO THE SETTING UP OF AN INTERVIEW WITH THIS INDIVIDUAL.
PLEASE RETURN WITHIN ONE WEEK DIRECTLY TO:**

CORNELL COOPERATIVE EXTENSION OF DELAWARE COUNTY

**Attn: Cathy Scofield
34570 State Hwy 10
Suite 2
HAMDEN, NY 13782
PHONE: 607-865-6531
FAX: 607-865-6532**