



Summer Staff Reference Form

This is a reference for (name of applicant) _____ who is applying for a summer staff position at the Taconic Retreat Center. Our summer staff work together with our full time staff to give our guest the best summer experience possible. We would greatly appreciate your time and honesty in completing this form. Your insights can greatly aid us in making hiring decisions. All information will be kept confidential. If you would prefer to email it, contact the office and we will email you a digital copy that you can fill out and email back. Thank you for your time, and please feel free to contact us if you have any questions, comments or concerns.

Please mail or email completed form by April 30th, 2019:

Taconic Retreat Center
Att: Summer Staff
64 White Drive
Milan, NY 12571

Phone: (845)758-8764
Email: sarah@taconicretreat.org

Please type or print clearly using ink.

Your name _____

Your relationship to the applicant _____

Work phone () _____ Home phone () _____

How well do you know the applicant? Not Well Somewhat Well Very Well

For how many years have you know the applicant? _____

Please assess the applicant in the following categories (1 being the lowest). If desired, you may write comments.

						Comments
1. Ability to get along with others:	1	2	3	4	5	
2. Leadership ability:	1	2	3	4	5	
3. Capacity to be creative and imaginative:	1	2	3	4	5	
4. Ability to handle stress and pressure:	1	2	3	4	5	
5. Dependability:	1	2	3	4	5	
6. Ability to accept feedback & constructive criticism:	1	2	3	4	5	
7. Emotional maturity and/or stability:	1	2	3	4	5	
8. Overall character:	1	2	3	4	5	

Please Continue on Back



9. Please describe 3 of his or her major strengths:

10. Please describe any areas in which he or she could improve:

11. Comments on your perception of his or her spiritual maturity:

12. Please comment on your perception of his or her ability to work with and relate to children and youth.

13. What would you anticipate as the major issue(s) in having him or her as a staff member?

14. Please rate your overall recommendation of this person? 1 2 3 4 5

15. General comments:

Thank you for your comments and perspective.