

INTERNSHIP REFERENCE FORM

Name of Applicant _____

Name of Reference _____

Date _____

How long have you known the applicant? _____

PLEASE CHECK THE APPLICABLE CATEGORY:

InterVarsity Staff Member

Pastor

Peer or Friend

Person under Applicant's Leadership

Thank you for taking time to complete this reference form. We take your observations seriously as we interview prospective applicants for an intern position. In addition, your comments assist in providing the best supervision for this applicant. This reference is confidential and will not be shared with the applicant.

The applicant is applying for an internship ministry position with Inter-Varsity Christian Fellowship. InterVarsity is an evangelical, inter-denominational student mission. In his/her role as an Intern Staff, this person will assist students and other staff in the work of the transformation of youth, students and graduates into fully committed followers of Jesus Christ.

If you have any questions or concerns regarding this reference, please feel free to call: Susie Colby at 416-443-1170. Or write to: susiecolby@ivcf.ca. Thank you.

Your prompt response will be greatly appreciated. We will need all references in order to make our internship appointment decision.

Please return this application to Susie Colby by Feb 15 at: susiecolby@ivcf.ca

APPLICANT ASSESSMENT:

ON A SCALE OF 1-10 (10 BEING HIGHEST), PLEASE EVALUATE THE APPLICANT ON THE FOLLOWING CHARACTERISTICS:

- _____ Knows self well
- _____ Supportive of others
- _____ Can structure his/her own time
- _____ A self-starter, takes initiative
- _____ Has considerable drive, goal-oriented
- _____ Quickly at ease with new people
- _____ Able to communicate clearly in writing
- _____ Able to communicate verbally
- _____ Can work with a diversity of people
- _____ Accepting of critique
- _____ Able to enlist others to join a project or activity
- _____ Adventurous
- _____ Not easily overwhelmed by a heavy workload
- _____ Displays resiliency under pressure
- _____ Willing to engage in healthy conflict
- _____ Ability to work on a team

WHAT SPIRITUAL GIFTS HAVE YOU OBSERVED IN THE APPLICANT?

- _____ leadership o
- _____ administration o

- _____ pastoring
- _____ exhortation/encouragement
- _____ teaching
- _____ serving
- _____ giving
- _____ prayer/intercession
- _____ wisdom/prophecy
- _____ evangelism
- _____ music/worship
- _____ other _____

Please describe the spiritual growth that you have observed. How has this person's Christian journey affected you and others around him/her?

Where have you seen the applicant engaged in ministry? With what results?

In what areas has the applicant exercised leadership? What particular gifts/skills were evidenced in his/her contributions? How would you describe the applicant's leadership style?

What relational skills does the applicant have? In what ways could the applicant improve how he/she relates to others? Are there any negative attitudes in the candidate that you have observed?

Assess the applicant's ability to relate to people of a different gender, and with different ethnic or cultural backgrounds. Please illustrate.

Assess the applicant's ability to communicate the Gospel.

In what areas would you like to see the applicant develop greater maturity?

In your opinion, does this person's character meet the biblical norms for leadership? Please state any reservations.

CAMPUS STAFF ONLY:

Briefly describe why you would like this person to be an apprentice. Do you have any reservations about the applicant? If so, please respond.

PASTOR ONLY:

If your church decided to hire an intern, would you recommend this candidate?

- yes, with enthusiasm o
- yes o
- uncertain o
- no

PEER AND PERSON UNDER APPLICANT'S LEADERSHIP ONLY:

What reasons would you give for following this person's leadership?

Please name three things you believe this applicant would benefit from learning through this program.

Is there any further information that would be valuable in our assessment of this applicant?

Your Name _____

Date _____

Address

Phone _____

E-mail _____