



**Camp JCC**  
**The Place for Me**  
**JEWISH COMMUNITY CENTER OF GREATER WASHINGTON**  
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**Confidential**

### Reference Questionnaire

\_\_\_\_\_ has applied to work on the staff at Camp JCC at the JCC of Greater Washington as \_\_\_\_\_ for summer 2008. This person has given your name as a reference who could evaluate his/her past performance as well as potential for the above position. After completing the reference form, please return it by mail or fax to the above address.

Please give careful consideration to the ratings below. In checking off the items listed under the seven personality characteristics, remember that it will be the truly exceptional person who ranks high in all categories.

#### **Objective Rating**

Under each general heading, check the phrase which most accurately describes the applicant's HABITUAL behavior with regard to that specific trait.

1. How well is the applicant able to direct and influence others along definite lines of action?  
 Poor leader; incapable of directing others  
 Usually follows the lead of others  
 Normally successful in directing and controlling others  
 Very successful in leading others  
 Exceptional leader; inspires others along desirable lines of action
  
2. How well does individual work with associates and others for the good of the group?  
 Cooperates grudgingly; makes trouble-obstructionist  
 Gives limited cooperation; neglects common good for own interest  
 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 and inspiring confidence
  
3. How does this person react to suggestions or criticisms by others?  
 Takes criticism as a personal insult  
 Resents suggestions  
 Listens to suggestions, but may act without considering them  
 Follows suggestions willingly  
 Asks for criticisms and suggestions
  
4. How responsible is applicant? Able to competently get things done on own?  
 Irresponsible even under supervision  
 With constant supervision will do satisfactory work  
 Usually needs detailed instructions with regular checks of work  
 Carries out routine activity on own responsibility  
 Exceptionally able to accomplish work without close supervision
  
5. How well does individual put his/her principles and convictions into action?  
 Fails to carry convictions under adverse circumstances  
 Acts accordingly to convictions under normal circumstances  
 Carries out principles and convictions constantly and boldly, even in fact of obstacles

6. How well does this person apply energy and persistence in following a job through?

- Needs much prodding to complete work
- Rather indifferent; does not finish job
- Completes assigned tasks of own accord
- Industrious, energetic; dependable at all times
- Unusual perseverance; does more than expected

7. How well does applicant control emotions?

- Easily depressed, irritated or elated
- Tends to be over-emotional
- Unresponsive; apathetic
- Usually well-balanced
- Well-balanced
- Unusual balance between responsiveness and control

**NARRATIVE REPORT**

Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you have no knowledge, please say so.

a. Impression of suitability as a camp counselor. Would you be willing to have your children under individual's supervision for a period of weeks in a camp situation? If not, why?

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b. Maturity of judgment. How does this person react in situations of stress; i.e., make decisions?

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c. Dependability. Can be relied upon? Does person weaken in absence of authority?

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How long have you known the applicant? \_\_\_\_\_ How have you observed applicant?

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Have you seen him/her in a leadership role with youngsters? \_\_\_\_\_ If so, what?

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To what extent does the individual use drugs/alcohol? \_\_\_\_\_

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To your knowledge, does the applicant have any proclivity toward child or sexual abuse?

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Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*(person filling out questionnaire)*