Confidential Reference

Dear Referee:

Processing of the above-named applicant cannot be finalized without your reference. Thank you for taking a few minutes to give us your candid perception of this potential volunteer. We value your input. Please indicate the qualities that the applicant possesses that would enable him/her to work and live well with others in a foreign environment. In each category, check the characteristics that best describe the applicant. Add brief performance-related comments if necessary. Check all that apply or leave blank if not known.

<table>
<thead>
<tr>
<th>Reasoning &amp; Comprehension</th>
<th>Adventist Lifestyle &amp; Standards</th>
<th>Personality / Sociability</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ brilliant, exceptional capability</td>
<td>❑ lives in harmony with</td>
<td>❑ seeks others out</td>
</tr>
<tr>
<td>❑ makes thoughtful analysis</td>
<td>❑ accepts</td>
<td>❑ makes friends easily</td>
</tr>
<tr>
<td>❑ alert, has good mind</td>
<td>❑ understands</td>
<td>❑ accepts others</td>
</tr>
<tr>
<td>❑ average mental ability</td>
<td>❑ somewhat rigid</td>
<td>❑ reserved, but friendly</td>
</tr>
<tr>
<td>❑ learns and thinks slowly</td>
<td>❑ challenges</td>
<td>❑ avoids others</td>
</tr>
<tr>
<td>Interpersonal Relationships</td>
<td>❑ ignores</td>
<td>❑ conceited</td>
</tr>
<tr>
<td>❑ listens accurately to others</td>
<td>Teamwork</td>
<td>❑ critical of others</td>
</tr>
<tr>
<td>❑ responds to the feelings and needs of others</td>
<td>❑ works well with others</td>
<td>❑ shy or withdrawn</td>
</tr>
<tr>
<td>❑ initiates friendships and cares for others</td>
<td>❑ follows directions</td>
<td>❑ moody or sullen</td>
</tr>
<tr>
<td>❑ resolves interpersonal conflicts</td>
<td>❑ prefers to work in a team</td>
<td>❑ easily offended</td>
</tr>
<tr>
<td>❑ relates well to individuals of other races/cultures</td>
<td>❑ prefers to work alone</td>
<td>❑ lacks a sense of humor</td>
</tr>
<tr>
<td>❑ develops relationships with individuals of other races/cultures</td>
<td>❑ frequently causes friction</td>
<td>Communication</td>
</tr>
<tr>
<td>❑ impatient with others</td>
<td>❑ prefers a structured environment</td>
<td>❑ skilled in public speaking</td>
</tr>
<tr>
<td>❑ easily irritated</td>
<td>❑ prefers an open environment</td>
<td>❑ speaks clearly and tactfully</td>
</tr>
<tr>
<td>Work Habits</td>
<td>❑ tends to be domineering</td>
<td>❑ writes clearly and tactfully</td>
</tr>
<tr>
<td>❑ serves beyond what is required</td>
<td>Spirituality</td>
<td>❑ able to express thoughts</td>
</tr>
<tr>
<td>❑ superior creative ability</td>
<td>❑ exceptional insight and discipline</td>
<td>❑ sometimes hard to understand</td>
</tr>
<tr>
<td>❑ consistently reliable</td>
<td>❑ active faith</td>
<td>Knowledge of the Bible</td>
</tr>
<tr>
<td>❑ organized</td>
<td>❑ immature faith</td>
<td>❑ superior grasp</td>
</tr>
<tr>
<td>❑ detail oriented</td>
<td>❑ dedicated</td>
<td>❑ well established</td>
</tr>
<tr>
<td>❑ overly perfectionistic</td>
<td>❑ growing</td>
<td>❑ basic, but improving</td>
</tr>
<tr>
<td>❑ does only what is assigned</td>
<td>❑ somewhat rigid beliefs</td>
<td>❑ sketchy, limited</td>
</tr>
<tr>
<td>❑ meets average expectation</td>
<td>❑ searching</td>
<td>Perception of Others</td>
</tr>
<tr>
<td>❑ unorganized</td>
<td>❑ has made basic commitment</td>
<td>❑ sought after by others</td>
</tr>
<tr>
<td>❑ starts but often does not finish</td>
<td>❑ uncommitted</td>
<td>❑ liked by others</td>
</tr>
<tr>
<td>Emotional Strength</td>
<td>Leadership</td>
<td>tolerated by others</td>
</tr>
<tr>
<td>❑ able to work in difficult and isolated situations</td>
<td>❑ exceptional leadership</td>
<td>❑ avoided by others</td>
</tr>
<tr>
<td>❑ good control in difficult situations</td>
<td>❑ inspires others</td>
<td>Spirituality Influence</td>
</tr>
<tr>
<td>❑ accepts constructive criticism</td>
<td>❑ respectful of others</td>
<td>❑ positive</td>
</tr>
<tr>
<td>❑ flexible in the face of change</td>
<td>❑ has some leadership skills</td>
<td>❑ passive</td>
</tr>
<tr>
<td>❑ able and willing to adapt</td>
<td>❑ tries but lacks ability</td>
<td>❑ negative</td>
</tr>
<tr>
<td>❑ perseveres through difficulties</td>
<td>❑ prefers supportive roles</td>
<td>Relationship to Authority</td>
</tr>
<tr>
<td>❑ usually well balanced</td>
<td>❑ makes no attempt to lead</td>
<td>❑ relates well to persons of authority</td>
</tr>
<tr>
<td>❑ easily discouraged</td>
<td>Church Doctrines</td>
<td>❑ accepts authority</td>
</tr>
<tr>
<td>❑ overly discouraged</td>
<td>❑ understands</td>
<td>❑ tolerates authority</td>
</tr>
<tr>
<td>❑ overly emotional</td>
<td>❑ lives in harmony with</td>
<td>❑ challenges authority</td>
</tr>
</tbody>
</table>

Rate the volunteer applicant: _____Excellent _____Above Average _____Average _____Below Average _____Not Acceptable

Applicant Initial one: ___ I give up my right to review this reference once completed ___ I do not give up my right to review this reference once completed
Using a DARK pen or pencil, please TYPE or PRINT your responses in large letters below or leave blank if not known.

1. Describe any special performance-related skills or abilities you feel would contribute to the success of the applicant in mission service.

2. Describe any performance-related weakness or tendency you believe might reduce the effectiveness of the applicant in their overall performance of mission service.

3. Describe any performance-related event, situation or experience (positive or negative) the applicant has experienced recently which you feel might impact his/her service?

4. Use this space for additional comments or remarks.

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Referee, please print or type:

1. How often do you interact with the applicant?  □ Frequently  □ Occasionally  □ Rarely
   □ Over two years  □ One to two years  □ Less than one year

2. How long have you known the applicant?  □ Over two years  □ One to two years  □ Less than one year
   □ Pastor  □ Church Officer  □ Employer
   □ Co-worker  □ Friend  □ Other__________

NAME (Please Print) ____________________________________________  PROFESSION ____________________________
SIGNATURE ___________________________________________________  TELEPHONE ____________________________
ADDRESS _____________________________________________________  E-MAIL ________________________________

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When completed, return to Applicant’s Home Division Volunteer Coordinator: