



BURNETT COUNTY BOARD YOUTH REPRESENTATIVE

REFERENCE FORM

You have been asked by a young person to provide a reference to support their application to be a youth representative on the Burnett County Board of Supervisors. Your honest judgment of this applicant's qualifications for this important role would be appreciated. Please return this form by **May 22, 2009** to: Mary Pardee, UW-Extension Burnett County, 7410 County Rd. K #107, Siren, WI 54872. This reference will be kept confidential and will not be released to the applicant. This form is available electronically at <http://burnett.uwex.edu/4h>. Thank you!

Name of Applicant:

Your Name:	
E-mail:	Phone:
Relationship to applicant: (parent, teacher, friend, supervisor, etc.)	

Please use the rating scale at the right to assess the professional and personal qualities of this applicant.

PROFESSIONAL QUALITIES

1.	Success in school and/or work	
2.	Ability to work with people (team)	
3.	Ability to lead or inspire others	
4.	Oral communication skills	
5.	Written communication skills	
6.	Completes school and/or work assignments	
7.	Organizes time and work	
8.	Accepts guidance	
9.	Creative and innovative	

Rating Scale

5 = Far Exceeds expectations

4 = Above expected level

3 = At expected level

2 = Below expected level

1 = Not satisfactory

NA = Not able to judge

PERSONAL QUALITIES

1.	Neat, well-groomed appearance	
2.	Tactful and courteous	
3.	Enthusiastic	
4.	Dependability and promptness	
5.	Maturity and poise	
6.	Deals constructively with pressure	
7.	Flexibility/adaptability	
8.	Demonstrates honesty/integrity	
9.	Commitment to responsibilities	
10.	Accepts differences in others and opinions	
11.	Potential for personal/professional growth	

Do you know of any reason(s) why this applicant should not be considered as a youth representative on the Burnett County Board?

Yes

No

If yes, please explain.

What qualities (such as leadership, organization, or dedication) could this applicant bring to the County Board?

What limitations (if any) does the applicant have that may affect full participation (transportation, scheduling, etc.)?

Additional information related to leadership qualities, maturity, interest level in public and civic duties, experience in working with adults and decision making, etc.

I believe this information is fair and accurate based upon my experience with the applicant.

Signature	Date
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