



# Reference Questionnaire

This questionnaire is to be **submitted directly** to [support@omilein.org](mailto:support@omilein.org). Thank you.

## Applicant

name(s)	place of employment
telephone number	occupation / position
email	

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### 1. Relationship to applicant

*In what capacity have you known the applicant? For how long? What was his / her position?*

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### 2. Work ethic

*Could you comment on the applicant's level of motivation, punctuality, reliability and other aspects of work ethic?*

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### 3. Interpersonal skills

*Would you please comment on the applicant's communication and people skills? What can you tell us about the applicant's ability to work as a member of a team?*

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### 4. Follow through

*How does the applicant handle stressful situations? What is her / his proven approach to following through with prior commitments during times of pressure, should time constraints and/or other factors create stress?*

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### 5. Other

*Is there anything you would like to add with regards to the applicant? If you are in a leadership capacity in the applicant's church congregation, could you comment on her / his participation there?*

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### 6. Survey

		very good	good	normal	needs working on	no idea
a	Motivation level	4	3	2	1	N
b	Self-discipline	4	3	2	1	N
c	Recognition of abilities	4	3	2	1	N
d	Ability to work with others	4	3	2	1	N
e	Relationship with others	4	3	2	1	N
f	Initiative-taking to assist others	4	3	2	1	N
g	Concern for high standards	4	3	2	1	N
h	Responsibility	4	3	2	1	N
i	Reliability / follow through	4	3	2	1	N
j	Wisdom	4	3	2	1	N