***Employer Reference for WWF Volunteer/Internship Programme***

**Reference for:**

**Please complete and e-mail to the WWF International Coordinator at** **yvp@wwfint.org**

**Please feel free to respond to questions in French if you prefer
N’hésitez pas à répondre aux questions en français si vous préférez**

*To Whom It May Concern:*

*This person is a candidate for a volunteer placement or internship with WWF International. They have chosen you as a reference. Please be candid in your ratings and comments. Your statement will remain strictly confidential. We do not select or reject a candidate based on a single reference, but attempt to develop a complete picture of the person from all the information available, including an interview we conduct with the candidate (in person, by phone or skype).*

*WWF is a global conservation organization with a mission to stop the degradation of the planet’s natural environment and to build a future in which humans live in harmony with nature. Our Youth Volunteer & Internship Programme is designed to enable outstanding young people to have a formative experience of conservation, either at one of our project sites in a developing nation or at WWF International. In some cases, WWF Youth Volunteers/Interns will be living in remote areas with only basic amenities for a period of three-six months. They will have a range of experiences including working with WWF conservation practitioners, meeting with members of the local community, and communicating their experience via multimedia story telling (including videos and essays).*

*We are looking for people you are very committed to conservation and sustainability, are highly motivated “self-starters” and are able to adapt to new cultural situations and to changes in their lifestyle. We are also looking for people with a flair for communications and creativity. We would be most grateful if you can provide a candid assessment of the candidate’s ability to thrive in the WWF Volunteer & Internship experience.*

*Thank you.*

1. For how long and in what capacity have you known this person?
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2. Describe the person’s duties and responsibility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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3. How well did she/he perform these duties?
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4. Does the person work well on a team?

\_\_ Yes \_\_ No

Please comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Does the person work well individually?

\_\_ Yes \_\_ No

Please comment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Please rate this person’s performance in the following areas and comment.

*Suggested Ratings: Excellent, Good, Average, Poor, or Not Applicable

AREA RATING COMMENT

Self starter

Performs most tasks effectively

Gets along well with co-workers

Gets along well with people in authority

Gets along well with subordinates and the public

Good presentation and manners

Diplomatic and tolerant

Enthusiasm/motivation

Interest/commitment to
conservation/environment*
7. What does this person do especially well?
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8. What skills, knowledge, and training does this person need to improve?
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9. What does this person need to improve in relating to others?
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10. Describe the person’s apparent state of health and extent of absenteeism?
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11. How does this person deal with stress on the job?
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12. Would you recommend this person for rehire, in what capacity and what level of responsibility? If no, please elaborate.
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13. Do you think we should send this person to work in a developing country with different cultural, living and working conditions? Why or why not?
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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your title or position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact you for further information? \_\_ Yes \_\_ No

Telephone: (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_