



## EMPLOYER REFERENCE FORM

This is a reference for:

Seeking this position:

Purpose: Global Trust Partners (GTP) multiplies faithful stewards and mobilizes peer accountability groups to build trust and grow local generous giving to God's work.

Values: Christian commitment, listening, humble service, global diversity, partnership, biblical teaching, empowerment, transparency, accountability standards, and sustained interdependence.

1. State your name, relationship to the candidate, and note how long you have known this person.
2. What position did the employee hold and what were the dates of employment?
3. Describe the duties the employee performed in this position.
4. How would you describe this person's overall performance?
5. Share ten descriptive words to describe the character of this person.
6. How well did this person get along with co-workers (i.e. teamwork) and perform assignments?
7. How well did this person follow directions and follow through on assignments?
8. Comment on this person's ability make decisions and work independently.

9. Character Traits – Please highlight one of the five answers linked to the ten categories

<b>Spiritual life</b>	No interest	Small evidence	Average	Growing	Mature
<b>Purposefulness</b>	Aimless	Vacillating	Average	Self-directed	Great diligence
<b>Teachable</b>	Argumentative	Opinionated	Open minded	Receptive	Eager to learn
<b>Teamwork</b> (working with others)	Causes friction	Prefers to work alone	Usually cooperative	Able to work with different people	Most effective in team settings
<b>Perseverance</b> (in completing tasks)	Gives up easily or gets discouraged	Needs help to follow through	Performs assigned tasks	Persists in most circumstances	Persists even under adversity
<b>Responsiveness</b> (to the needs of others)	Indifferent	Slow to sense how others feel	Reasonably responsive	Understanding and thoughtful	Keen insight and consideration
<b>Leadership</b> (ability to inspire others)	Makes no effort to lead	Tries but lacks leadership ability	Has some promise to lead	Good leadership ability	Unusual ability to lead
<b>Emotional Adjustment</b>	Downhearted	Tense, fearful	Easily frustrated	Self-controlled	Healthy, secure
<b>Achievement</b>	Does on what is Assigned	Starts but does not always finish	Meets average requirements	Resourceful and effective	Superior creative ability
<b>Stewardship</b>	Wasteful	May squander some resources	Uses budget and resources	Efficient and effective	Maximizes thrift and impact

10. What would you say are this employee's greatest strengths and areas for improvement?

11. What was their reason for leaving? And would you re-employ this person? Why or why not?

12. Please add any further comments you wish about this person.