



# Intern Reference Check

(Reference must be at least 18 and not related to volunteer)

Intern Name: \_\_\_\_\_ Internship Position: \_\_\_\_\_

The person named above has applied to intern with Northern Virginia Family Service (NVFS), a private nonprofit dedicated to helping individuals and families find new paths to self-reliance and brighter futures. Interns and volunteers are integral to NVFS programs. Please answer the following questions honestly and return this form as soon as possible. All information is held confidential by NVFS staff.

<b>Type of Reference</b>	<input type="checkbox"/> Professional/School Reference      - or - <input type="checkbox"/> Personal Reference
<b>Reference Name</b>	
<b>Relationship to Intern</b>	
<b>Phone Number and/or Email</b>	
<b>Date Reference Check Completed</b>	
<b>How long have you know him/her?</b>	
<b>How well do you know him/her?</b>	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Somewhat <input type="checkbox"/> Very Little
<b>What are the candidate's three (3) biggest strengths?</b>	
<b>Does the candidate work cooperatively and collaboratively with others? Please give example(s).</b>	
<b>How dependable is the candidate?</b>	<input type="checkbox"/> Very <input type="checkbox"/> Mostly <input type="checkbox"/> Somewhat <input type="checkbox"/> Needs Improvement
<b>How well does the candidate finish projects/responsibilities they have begun? Please rate and explain.</b>	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor
<b>What is at least one (1) area for improvement?</b>	
<b>Is there any additional information you would like to share about this candidate?</b>	
<b>What is your overall recommendation for this candidate?</b>	<input type="checkbox"/> Highly Recommend <input type="checkbox"/> Recommend with Reservation (please explain below) <input type="checkbox"/> Recommend <input type="checkbox"/> Cannot Recommend (please explain below)

Please rate the candidate's display of the following qualities with either "Yes", "Not Sure" or "No":							
	Yes	Not Sure	No		Yes	Not Sure	No
Punctual and reliable				Flexible			
Clear communication				Professional and accountable			
Able to work with a team				Respectful			
Able to work independently				Attentive to detail			
Takes initiative				Honest			

**Please return this form directly to:**  
**Julie Martinez, Community & Volunteer Engagement Specialist**  
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 jrmartinez@nvfs.org