Marion Barry Youth Leadership Institute
Returning Program Assistant Reference

Distinguished candidates will assemble a solid list of contacts who can persuasively communicate their qualifications and professional attributes objectively. Your reference should not be a friend or relative.

Applicant Information

Name of Applicant (please print) _____

Email _____ **Phone** _____

Applicant's Signature (I waive the right to see this reference.) _____

☐ Downloaded reference. Applicant verbally waived his/her right to view this reference.

Note to Applicant: Please list 2-3 areas of growth given to you during your most recent summer staff evaluation. (Contact your former Trainer if you need assistance with this section.)

To Be Completed By Reference

The Marion Barry Youth Leadership Institute (MBYLI) was founded in 1979 as a year-round program to train youth in the District of Columbia on the concepts of leadership and self-development. The MBYLI training model emphasizes practical, hands-on experience and embraces a holistic approach to developing leaders for the 21st century. Each year, 350 youth participate in the Summer Intensive Training Program. Program Assistants provide paraprofessional expertise and are expected to approach physical, ethical, and emotional responsibilities with exceptional leadership. Program Assistants must provide extraordinary mentorship and accountability. Our team will consist of qualified individuals who exhibit exceptional performance in: maturity, response to criticism, ethical accountability, decision-making, decision-making, building relationships, individual confidence, and the ability to work well within a team.

Instructions: *Please complete the following form as objectively as possible. Use the **"Tab"** key to navigate the fields. Upon completion, please email to* ***david.williams3@dc.gov*** *as an attachment.*

Your Name	Telephone Number
Position/Organization	Email Address

1. How do you know the applicant? _____

How long have you known the applicant? _____

How well do you know the applicant? (very well//well/casually) _____

2. What are some strengths and weaknesses the applicant would bring to a leadership position?

Strengths Weaknesses

3. In assembling a small team for leadership, would you choose this applicant? Please explain.

4. What words would you use to describe the applicant's personality?

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5. How does the applicant react to and work through situations that are stressful and intense? (Check or bold one)

☐ Gets discouraged ☐ Withdraws ☐ Gets angry ☐ Shuts down ☐ Accepts patiently ☐ Meets constructively ☐ Thrives

Please explain.

6. How does the applicant respond to authority, i.e. receiving correction, following directions?

7. Refer to the growth areas listed by the applicant on the first page of this reference form. What growth have you seen in these areas since the applicant's most recent experience on MBYLI's staff? If you could encourage the applicant to grow in one area, what would it be?

8. Do you feel this applicant could work under challenging and exhausting circumstances? Please explain.

9. Please comment on the applicant's ability to handle workplace conflict.

Using a scale of 1 to 5 (5 = outstanding), please rate the applicant in the following areas:

Initiative __	Leadership __	Emotional Stability __
Judgment / Decision-Making __	Team Player __	Flexibility __
Organizational Skills __	Teachable / Humble __	Reliability __

Please check one box below.

☐ I strongly recommend this applicant.
☐ I recommend this applicant.
☐ I recommend this applicant with some reservations.
☐ I do not recommend this applicant.

Any additional comments: