

Identifying References

Name of person here:

Is this person an adult?	Yes	No
Is this person a “supervisor” - a teacher, a school administrator, a boss, a coach, a club sponsor, a tutor, etc.)?	Yes	No
Has the adult supervised me in a work or volunteer situation?	Yes	No
Has the adult supervised me in a school situation (academics, electives, extracurricular)?	Yes	No
Has this person seen my work over a period of time (e.g. at least 3 months)?	Yes	No
Furthermore, has this person seen my work recently (e.g. within the last three years)?	Yes	No
Can this person say positive things about the work I have done for them?	Yes	No
Did I consistently do good work for them (i.e. make good grades, show my skills or talents)?	Yes	No
Can this person say something positive about how I would do in the position to which I am applying?	Yes	No

On a scale of 1-10, how strong of a reference will this person be for me?

1 = Most or all of my answers to the questions above were “No.”

5 = Some of my answers to the questions above were “No.”

10 = All of my answers to the questions above were “Yes.” This would be my best reference.