

PCEI/EAP REFERENCE INSTRUCTIONS:

References should be from people who know your skills, interests, and can describe how you, and PCEI, could benefit from your participation. *One completed reference application form is required for Education Award Only members.*

We recommend you obtain references from:

- A supervisor or program director from a full-time experience in an AmeriCorps program, similar service program, college residential life program or other relevant experience,
- A former work supervisor, teacher or professor, or
- A peer who can speak to your professional capabilities.

References may be submitted to PCEI in the following ways:

- Through mail, fax or email, or
- In person.

Either way, it is ultimately the applicant's responsibility to ensure that all necessary references are successfully submitted.

REFERENCE FORM

TO THE APPLICANT:

Please fill out the lines below and give this form to your reference. Your reference should complete this form, and return it to Palouse-Clearwater Environmental Institute, PO Box 8596, Moscow, ID 83843. It is your responsibility to ensure that your references are received by PCEI.

Applicant's Name: _____
LAST FIRST MIDDLE

Address: _____
(IF P.O. BOX, ALSO GIVE NUMBER AND STREET) CITY STATE ZIP CODE

Home Phone: (____) _____ Work Phone: (____) _____
(AREA CODE) (AREA CODE)

E-mail Address: _____

TO THE PERSONAL REFERENCE:

AmeriCorps engages more than 40,000 citizens in a year of full-time, results-driven service sponsored by hundreds of local and national non-profit organizations, state agencies, and schools. In return, AmeriCorps members earn education awards that help pay for college or pay back student loans. AmeriCorps members help communities meet critical challenges in the areas of education, public safety, the environment, and other human needs.

The Palouse-Clearwater Environmental Institute's AmeriCorps Placement Program is administering an AmeriCorps state grant received through Serve Idaho, Idaho governor's commission on Service and Volunteerism. Through partnerships with schools, community-based organizations and local and state government agencies, PCEI's AmeriCorps Placement Program provides service in the areas of Watershed Restoration, Resource Conservation, Educational Support, Community Stewardship, Volunteer Coordination and Environmental Education.

The person named above is applying to be an AmeriCorps member with PCEI. The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. The success of AmeriCorps largely depends upon an appropriate match between programs and members. Considerable value is placed on personal references during the application review and selection process. Your input is greatly appreciated.



2. In your judgement, how competent is the applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please check one:

- Outstanding performance
- Satisfactory
- Non-satisfactory performance
- Above average performance
- Below average performance

RELATIONSHIPS WITH OTHER PEOPLE

3. AmeriCorps members are required to understand other people’s viewpoints and problems and to communicate with people from differing backgrounds. Please comment briefly on the applicant’s relationships with others.

4. AmeriCorps members must serve with other participants and with people of varied cultural, economic, education, racial, and religious backgrounds. How would you rate the applicant’s working relationships with other people? Please check one.

- Works well with others; can lead or follow as the occasion demands.
- Usually works well with others; can lead or follow in most situations.
- Has an average working relationship with others.
- Has difficulty working with others.
- Does not work well with others.

EMOTIONAL MATURITY

5. Please comment on the applicant’s ability to adapt or work under difficult and changing conditions.

6. AmeriCorps members often serve in conditions of hardship and inconvenience. They must be able to deal with new and changing living conditions, limited financial resources, and considerable amounts of stress. With these considerations in mind, how would you rate the applicant? Please check one.



- Highly effective even in adverse situations and changing conditions.
- Able to adapt to adverse situations and changing conditions.
- About average in adapting to adverse situations and changing conditions.
- May not be able to stand up well in adverse situations and changing conditions.
- Completely unable to handle adverse situations or adapt to changing conditions.

ADDITIONAL COMMENTS AND SUPPORTING INFORMATION

7. If you wish, use additional paper to explain any of your ratings and anything else about this applicant that you feel is relevant to serving in AmeriCorps—such as, the applicant’s desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant’s participation in the AmeriCorps program to which he or she has applied.

OVERALL RECOMMENDATION

8. What is your overall recommendation?
- I recommend the applicant without reservation as an excellent candidate for AmeriCorps service.
 - I recommend the applicant as a good candidate for AmeriCorps service.
 - I have some reservations, but I believe the applicant has a reasonable chance of success.
 - I have some substantial doubts about the applicant.
 - I do not recommend this applicant for AmeriCorps service.

CONFIDENTIALITY STATEMENT

- I AUTHORIZE the Palouse-Clearwater Environmental Institute and/or the Corporation for National Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.
- I DO NOT authorize the Northwest Service Academy and/or the Corporation for National Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.

Your Signature: _____

PLEASE RETURN THIS FORM TO ONE OF THE FOLLOWING:

- ✓ **The Applicant - in an envelope signed across the seal.**
- ✓ **PCEI - by fax, email or mail.**

Mail to:
 PCEI
 attn: Rachael
 PO Box 8596
 Moscow, ID 83843
 Fax: 208.882.8029
 Email: rachael@pcei.org

