

CONFIDENTIAL
REFERENCE FORM FOR PERSONS CONSIDERING SERVICE
ON A GENERAL ASSEMBLY LEVEL ENTITY

The applicant below has applied to be considered for membership on the committee listed below. The General Assembly Nominating Committee (GANC) will need your honest appraisal of the applicant's qualifications as part of its discernment process. Please complete this reference form and return it to Valerie Small as soon as possible. This reference is confidential. It is for the use of the GANC only and will not be shared with anyone. You will find a list of entity descriptions at: www.pcusa.org/nominations under resources

Applicant: _____ **Entity(ies):** _____

1. How long have you known the applicant? In what context have you known her/him?

2. What gifts, experiences, and abilities qualify this applicant for service on this entity?

3. Is the applicant able to work in a collaborative manner? Please feel free to share examples.

4. Do you have any reservation about the applicant's ability to work in a cross-cultural situation? Does s/he respect cultural differences?

5. Is s/he able to respect and keep confidentiality?

6. Is there anyone else you feel we should contact?

7. Please rate the following:

	Excellent	Good	Average	Fair	Unknown
a. Ability to make time for and attend meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Has specialized knowledge needed by the entity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Exhibits leadership qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Known as a good team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Has strong writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Has strong organizational skills; can manage large amounts of written material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is computer literate and uses email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Has a high level of trust for the denomination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Additional comments:

9. I recommend this applicant:

Strongly recommend	Recommend	Recommend with reservation	Do not recommend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your name: _____ May we reach you by phone? _____ Please provide number _____

Please save this document and email to valerie.small@pcusa.org or fax to Valerie Small 502.333.7406 or mail to Valerie Small, 100 Witherspoon Street, Louisville, KY 40202. Call 888.728.7228 ext 5406 with questions. Thank you.