

JusticeMatters

Work or Academic Reference Form JusticeMatters Spring 2022 Internship

Thank you for taking the time to fill out this reference form. The candidate requesting your reference is applying for an internship position with JusticeMatters. Your candid response will be critical in helping us determine whether the candidate is a good fit for our program. JusticeMatters will also accept a formal letter of reference.

JusticeMatters, a nonprofit legal service provider, addresses the roots and repercussions of human trafficking in North Carolina by providing trauma-informed legal services and promoting just policies and practices. For more information, please visit our website at www.justicemattersnc.org.

Should you have any questions, please contact Charissa Gray at charissa@justicemattersnc.org or (919) 794-7511 ext. 5.

Name of Reference		E-mail Address	
Employer & Title		Phone Number(s)	
Name of Candidate		How long have you known the Candidate?	

In what context have you known the candidate? How well do you feel you know him/her?

What would you consider to be the candidate's greatest strengths?

Below is a chart for you to indicate how you would rate the candidate's various attributes in comparison to others you have taught, supervised, or otherwise engaged with in a work or academic setting. **Please describe the relevant group to which you are comparing the candidate.** Example: "the 50-60 student interns I have supervised over the past ten years..."; "the students I have taught in my ten years as school faculty..."; "the employees I have supervised in a similar capacity during the last five years...", etc.

Comparison Group:

	Insufficient basis for evaluation	Area of needed growth	Average or appropriate	Top 25%	Top 10%
Overall Ability to Perform in a Work Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work Product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Ability/Logic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence of Thought/Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail & Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work with Minimal Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Common Sense/Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patience & Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teachable Attitude/Desire to Grow Professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resilience Under Stressful Circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Lead Others Effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments, if any:

Signature of Reference Provider: _____ **Date:** _____

Please submit this form as soon as possible. You may scan and e-mail the completed form to Charissa Gray at charissa@justicemattersnc.org, or seal the form in an envelope, sign across the seal, and return to:

JusticeMatters, Inc.
 Attn: Charissa Gray
 PO Box 199
 Durham, NC 27702