



Employee Reference Form: Administrative Assistant

The applicant has applied for the position of **administrative assistant** at Immanuel Lutheran Church, a congregation of the Evangelical Lutheran Church in America. The administrative assistant is responsible for all activities of managing a church office. This includes answering the phone, receiving visitors, sending and responding to e-mails, preparing written materials, coordinating building use and calendar, and assisting the church staff with communications as needed. Necessary skills include computer and keyboarding, organization, flexibility, oral and written communication, and pleasant interactions with people of all ages.

Please provide an honest and accurate response to these questions about this candidate for employment.

Applicant's Name: _____ **Date:** _____
First Last

Your Information

First & Last Name: _____ Phone: _____

Address, City, State, Zip: _____

E-mail: _____

Place of Employment: _____

Title: _____ Position: _____

How long have you known the applicant? _____

Describe the relationship/capacity in which you have known the applicant. _____

Please evaluate the applicant in the following areas:

1. General level of maturity, emotional stability, self-discipline, control under pressure.
 1-Poor 2-Below Average 3-Average 4-Above Average 5-Superior NA-Not Able to Rate

2. Energy Level, willingness to work hard, industry, work habits, acceptance of duties, initiative.
 1-Poor 2-Below Average 3-Average 4-Above Average 5-Superior NA-Not Able to Rate

3. Organization, ability to plan ahead, follow-through, meet a deadline.
 1-Poor 2-Below Average 3-Average 4-Above Average 5-Superior NA-Not Able to Rate

4. Dependability, responsibility, faithfulness to duties, punctuality, conscientiousness, trustworthiness.
 1-Poor 2-Below Average 3-Average 4-Above Average 5-Superior NA-Not Able to Rate

5. Relation to authority, ability to accept supervision and guidance, teamwork, loyalty.
 1-Poor 2-Below Average 3-Average 4-Above Average 5-Superior NA-Not Able to Rate

6. Capacity to interact and work with people of all ages, including seniors, teens, and youth, response from others.
 1-Poor 2-Below Average 3-Average 4-Above Average 5-Superior NA-Not Able to Rate

7. Please provide additional comments on your evaluation of the applicant as listed above: _____

8. Describe what you see as the applicant's gifts and strong points. _____

9. What have you seen as the applicant's weaker areas? _____

10. In your experience, how does the applicant deal with people? _____

11. Does the applicant work well independently? _____

12. How well does the applicant manage multiple deadlines alongside interruptions? _____

13. WHY would **you** want this person to interact with your family members and friends? _____

14. Are you aware of any reasons this person should not be hired or work with children or seniors?

15. Overall, how would you recommend the applicant for employment at Immanuel Lutheran Church?

- Highly Recommend
- Recommend as a good prospect
- Recommend with reservation
- Do not recommend

Is there anything else you would like us to know about this person? _____

Signature: _____ Date: _____

Mail or E-mail to: Immanuel Lutheran Church * 830 South Ave W. * Missoula, MT 59801 * pastormolly@imluchurch.org * 406-549-0736