



International Justice Mission™

Work or Academic Reference Form

Name of Reference		Email	
Employer & Title		Phone Number(s)	
Name of Candidate		How Long Have You Known the Candidate?	

Thank you for taking the time to fill out this reference form. The candidate requesting your reference is applying for a position at either IJM's Headquarters in Washington, D.C. or one of IJM's 18 field offices in Africa, Latin America, South Asia and Southeast Asia. Your candid response will be critical in helping us better understand the applicant's personality and qualifications.

International Justice Mission is a Christian human rights organization that partners with governments and local law enforcement in the developing world to mobilize intervention on behalf of clients who suffer from illegal abuse and oppression. IJM's lawyers, investigators, aftercare specialists and supporting staff advocate for those subject to cases of slavery, unprosecuted rape, sex trafficking, police brutality, illegal land seizure and illegal detention. To learn more about IJM, please visit www.ijm.org.

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

Generally, what would you consider to be the candidate's greatest areas of strengths or gifts?

For International Field Office candidates only: What would you project to be the candidate's ability to live independently in the developing world (low maintenance lifestyle, ability to adapt to new situations, etc.)?

Below is a chart for you to indicate the candidate's rating on the various attributes listed. Please describe the relevant group to whom you are comparing the candidate. Example: *In comparison to the over 700 students I have taught at this university. In comparison to the people I have worked with in a similar capacity during the past 10 years, etc.*

Comparison Group:

	Not Enough Basis for Evaluation	Area of Needed Growth	Average or Appropriate Among Peer Group	Top 25% Among Comparison Group	Top 10% Among Comparison Group
Overall Maturity For Age					
• Trustworthiness					
• Teachable Attitude & Willingness to Admit Mistakes					
• Self Discipline					
• Emotional Stability					
• Deals Well with Personal Failures (not too hard on self)					
• Appropriately Deals with Others' Failures (not too hard on others)					
• Resilience While Under Difficult Circumstances					
• Humility					
• Ability to Lead Others Effectively					
Overall Ability to Perform in a Work Setting					
• Quality of Work Product					
• Dependability					
• Analytical / Problem Solving Skills					
• Independence of Thought / Originality					
• Attention to Detail & Organizational Skills					
• Effectiveness of Oral Communication					
• Effectiveness of Written Communication					
• Personal Initiative					
• Able to Work Without Much Supervision					
• Common Sense/Judgment					
• Patience and Flexibility					
• Appropriate Level of Self Confidence					
• Work Ethic					
Overall Interpersonal Skills					
• Pleasantness of Demeanor					
• Social Savvy					
• Tactfulness					

Please feel free to include additional commentary on a separate page or in the space below. IJM will also accept a formal letter of reference as supplementary to this form, but not in place of the form. You may also include a copy of a previous letter of reference written behalf of the candidate for another purpose.

If you are emailing the form, you may type your name and the date in the lines below. If you are mailing the form, please seal the contents of the reference within an envelope and then sign your name so the signature crosses both the flap and the body of the envelope.

Signature of Reference Provider: _____ Date: _____