

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 IJM’s headquarters in Washington, D.C. Your candid response will be critical in helping us assess the candidates ability to perform the responsibilities related to the applied for position.

International Justice Mission is a Christian human rights organization that partners with governments 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?

Comparison Group: On the following page 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.*

	No basis for judgment	Area of Needed Growth	Average or Appropriate Among Peer Group	Top 25% Among Comparison Group	Top 10% Among Comparison Group
Overall Maturity For Age					
• Trustworthy					
• Teachable Attitude					
• Self Discipline					
• Emotional Stability					
• Deals well with personal failures (not too hard on self)					
• Appropriately deals with others' failures (not too hard on others)					
• Persevering Attitude While Under Difficult Circumstances					
• Humility					
• Selflessness					
Overall Ability to Perform in a Work Setting					
• Quality of work product					
• Dependable					
• Analytical / Problem Solving Skills					
• Independence of Thought / Originality					
• Attention to Details					
• Organizational Skills					
• Effectiveness of Oral Communication					
• Effectiveness of Written Communication					
• Personal Initiative					
• Common Sense/Judgment					
• Patience and Flexibility					
• Willing to Admit Mistakes					
• Appropriate level of Self Confidence					
• Work Ethic					
Overall Interpersonal Skills					
• Pleasantness of Demeanor					
• Social Savvy					
• Tactfulness					
• Ability to Lead Others Effectively					

Please feel free to include additional commentary on a separate sheet of paper. IJM will also accept a formal letter of reference. A copy of a previous letter of reference written behalf of the candidate for another purpose is acceptable.

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: _____ Date: _____