



## Quaker United Nations Office

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### REFERENCE FORM - **\*CONFIDENTIAL\***

Person filling out this form: \_\_\_\_\_

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

You may substitute a letter about the candidate instead of using this form. However, please respond to questions raised in this form whenever possible. **FORMS SHOULD BE SENT VIA EMAIL HOWEVER WE ALSO ACCEPT REFERENCES BY POST OR FAX, OR GIVEN TO THE CANDIDATE IN A SEALED ENVELOPE.**

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1. How long have you known the candidate and in what capacity?

2. Comment on the candidate's approach to social and international issues.

3. Comment on the candidate's ability to communicate in written and spoken English (and other languages, if applicable).

4. What are the candidate's strengths in working with other people (such as sensitivity, adaptability, etc.)? Any weaknesses?

5. Comment on the candidate's ability to work at the United Nations dealing day to day with delegates from different countries and cultures?

6. Comment on the candidate's work habits: ability to organize work, understand and follow directions, assume responsibility, complete assigned tasks, write reports, relate to colleagues.

7. Comment on the candidate's ability in such tasks as typing, filing, use of office equipment including computers, etc.

8. How does the candidate react under pressure and conflict? Examples would be helpful.

9. While no brief description can convey a complete impression of an individual, we would very much appreciate it if you could write a sentence or two or list four or five adjectives that describe the candidate's character.

10. Are there particular qualities or limitations that we should take into consideration in placing the candidate?

11. Additional comments.

Please check one:

- ☐ My evaluation may be shared with the candidate.  
☐ I wish my evaluation to be kept confidential.

Signature: \_\_\_\_\_ Position/Title \_\_\_\_\_

Please type or print name \_\_\_\_\_

Day time telephone number \_\_\_\_\_

Address: \_\_\_\_\_