

P*I*N*C

(Partners Inspiring Nouvelle Concepts) Community Assistant Program

Name of applicant _____

Name of reference _____ Occupation or position _____

To be completed by applicant

Two recommendations are required. Please complete the short section which follows and forward this form to the individuals you have selected. They will need to submit the completed form by no later than **Friday, April 30, 2010** to the address below in a sealed, confidential envelope.

Please check one of the following and sign below, indicating your preference

- I waive access to this evaluation, which shall be considered confidential
 I do not waive access to this evaluation, which shall be considered not confidential

Signature of applicant: _____ Date _____

To be completed by referee

COMMUNITY ASSISTANT DESCRIPTION: A Community Assistant (CA) is a paraprofessional who works as a team member facilitating the community efforts of the Valerie Joseph Boutique. The CA receives direct supervision from the PINC program director and completes administrative tasks, plans activities and events promoting community awareness and develops opportunities for positive interaction and learning. CA's must be able to balance their commitments, manage their time, plan ahead, communicate effectively, exercise sound judgment, and work independently

- How long an in what capacity have you known this applicant? _____
- Please indicate applicant's competence in the following areas in comparison with other individuals you have known at similar stages in their careers.

	Below Average	Average	Above Average	Outstanding	No Observation	Comments
Intellectually Curious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Socially Mature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-reliant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emotionally Mature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-assured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Articulate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Perceptive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adaptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cooperative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Well-mannered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Poised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

- The applicant named above is applying for a marketing internship program through the Valerie Joseph Boutique. The program involves work in the community and with other local businesses. To benefit from this experience a candidate must be highly motivated, emotionally mature, and able to adapt. We would greatly appreciate your thoughtful and candid appraisal of this applicant.

STRENGTHS:

AREAS OF OPPORTUNITY:

Please check only one of the following statements:

- I highly recommend this applicant I highly recommend this applicant with reservations
 I recommend this applicant I do not recommend this applicant

Signature: _____ Date: _____

Address: _____ Phone #: _____

Mail form in a sealed, confidential envelope to:

Valerie Joseph Boutique
1450 Ala Moana Blvd #1244
Honolulu, HI 96814
Attn: PINC
www.valeriejoseph.com
#808.942.5259