

## Reference Form

*Improving Lives. Improving Texas.*

Please indicate your judgment of the applicant's qualifications by checking each item in the appropriate column.

\_\_\_\_\_  
Name of Applicant (Please print)

\_\_\_\_\_  
Name of Reference (Please print)

The above named person has applied for employment with the Texas AgriLife Extension Service as a County Extension Agent or Extension Agent. We would appreciate your completing this form and returning it to us. This recommendation will be for the use of AgriLife Extension, and is not to be transferred to a third party without the permission of the applicant. Upon request, the applicant will be allowed to see this form. Thank you.

Dan Bogart, Manager of Human Resources Services

### The Role of the Extension Agent

*Gzvpuqap'Ci gput'igt'xg'cu'eqo o wplf/dcugf 'gf wecvqt u'y j q'r t qxf g'gcf gt uj kr 'lqt 'y j'f g'xgrro g'v'ko r'ngo g'pvc'kq'p.'gxc'wv'kq'p.'c'pf' l'p'v'g'r't g'v'kq'p'q'h'g'h'g'v'k'g'y' g'ug'c't'ej/d'c'ug'f'g'f'w'ec'v'k'p'c'n'r't'q'i't'c'o'u'd'c'ug'f'q'p'h'q'ec'n'i'p'g'g'f'u'o'f'g'r'g'p'f'l'p'i'q'p'y'g'r'q'u'k'k'q'p.'Gzvpuqap'Ci g'p'u'y'k'n' f'k'u'g'o'k'p'c'v'g'g'z'r'g't'v'l'p'h'q't'o'c'v'k'q'p'k'y'g'd't'q'c'f'c't'g'c'u'q'l'l'c'i't'k'w'w'm't'g'z'o'k'l'c'p'f'g'p'u'w'o'g't'w'k'g'p'eg'u'z'6/J'c'p'f'l'q'w'j'f'g'x'g'r'o'g'p'v'z'w'o'c'p'p'w't'k'k'q'p'c'p'f'j'g'c'n'j'z'g'p'x'k'q'p'o'g'p'u'o'*

Excellent
Above Average
Average
Below Average
Unknown

### **Personal Qualities**

1. Ambition
2. Initiative, industry
3. Enthusiasm, optimism
4. Promptness in commitments
5. Effectiveness as a speaker
6. Ability to express ideas in writing
7. Balance: personal/professional
8. Personal appearance


### **Relationship with Other People**

1. Ability to meet and mix with people
2. Ability to cooperate and work with people
3. Leadership ability
4. Sensitivity to others


### **Professional Qualifications and Job Performance**

1. Command of technical subject matter
2. Degree of success on other jobs
3. Ability to organize work
4. Thoroughness in doing job
5. Ability to adjust to change
6. Conceptual thinking
7. Problem solving
8. Potential for professional growth
9. Use of technology (ability to integrate technology)
10. Response to supervision


### **Character**

1. Honesty
2. Integrity
3. Dependability
4. Personal conduct


1. Describe the nature of your contacts and the capacity in which you have known this applicant.
  
2. How long have you known the applicant? \_\_\_\_\_
3. To your knowledge has the applicant ever been forced to resign from a position?  
 Yes \_\_\_\_ No \_\_\_\_ . If yes, please give the circumstances.
  
4. Do you know of any reason why the applicant should not be employed in a position of public trust and responsibility?
  
5. What would be the applicant's strengths as a professional educator?
  
6. What limitations would the applicant have as a professional educator?
  
7. Do you have additional comments that might help us evaluate the applicant's qualifications?
  
8. If you were in a position to do so, would you employ the applicant? Yes \_\_\_\_ No \_\_\_\_  
 Why or why not?

Signature of Reference	Date
*By typing your name above, you certify that all information above is true and relevant.	
Address: _____	Phone: _____
_____	Email: _____
_____	

Please email to: [AgriLife Human Resources-County](#)

Note: After you submit the form you can print a copy for your file. If you provided a long text message to any of the narrative questions above, these may not print completely on your file copy, but the full text message will appear on the electronic version sent to our office. Thank you for taking the time to provide this reference.

If you are not able to email the form, please print and return to:  
 AgriLife Human Resources Office  
 Attention: Dan Bogart  
 2147 TAMU  
 College Station, TX 77843-2147

Or fax to:  
 (979) 458-1046