

# Reference Form

## For Spring Internship/Summer Basecamp Staff Position

Applicant Name: \_\_\_\_\_

Your Name: (please print): \_\_\_\_\_

Your Position/Title: \_\_\_\_\_

On a separate sheet of paper, please give candid answers to the following questions. Your responses will assist in our evaluation of the applicant's suitability for employment with Deer Hill Expeditions. When completed, please mail this document to Deer Hill Expeditions ATTN: Staff Manger PO Box 180 Mancos CO 81328. Comments submitted by email are acceptable as long as they address the questions on the form and include your contact information. They can be sent to [staff@deerhillexpeditions.com](mailto:staff@deerhillexpeditions.com). Your reference is an important part of evaluating the candidate's appropriateness for hire, so please complete this form as soon as possible. We appreciate your time and effort!

### What are Spring Internships and Summer Basecamp Staff Positions at Deer Hill Expeditions?

Our Internships and Basecamp positions provide an opportunity to learn and understand the values of Deer Hill Expeditions while being a member of our community and participating in a variety of behind-the-scenes activities that support the success of our expeditions. Responsibilities may include gear inventory and repair, assisting field staff in trip preparations and de-issues, loading gear for transport, clerking the Deer Hill Expeditions Outfitting Store, organization and upkeep of Basecamp facilities, food service, landscaping, office assistance, computer work and potential field experience for some Internships. It is a demanding job that requires energetic and motivated people who are self directed problem solvers, who take creative approaches to their work, who are flexible and take pride in contributing to a team. For more detailed information, please visit this link: <http://www.deerhillexpeditions.com/what-is-deer-hill/work-at-deer-hill/>.

1. How long have you known the applicant and in what capacity? Would you be excited to work with this person again? Why or why not?
2. This position will require the applicant to share living space with their co-staff at out Basecamp. Do you think this person will do a good job managing personal/professional relationships and spaces? Please comment on this person's ability to cooperate, deal with conflict and manage their personal affairs.
3. Please comment on the strengths you believe the candidate possesses and will bring to their position at Deer Hill Expeditions.
4. Please describe the areas that you believe the candidate may need some additional development (e.g. inter/intra personal skills, organization, promptness, attention to detail, etc).
5. Comment on the applicant's ability to commit to a demanding and somewhat unpredictable schedule that can include many long days in a row.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Email Address \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ May we contact you for additional information?  Yes  No