



Quaker United Nations Office
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Reference Form: Program Assistant Application

Person filling out this form:

E-mail address:

Phone number:

Date:

Candidate you are recommending:

You may substitute a letter about the candidate instead of using this form. However, please respond to the questions raised in this form whenever possible. **FORMS OR LETTERS SHOULD BE SENT VIA EMAIL TO QUNONY@AFSC.ORG**, however we do also accept references by mail (see address above).

1. How long have you knows 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, comfort level with technology, social media, etc.

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

9. Please list four or five adjectives that describe the candidate's character.

10. Does the candidate have any other qualities or limitations that we should take into consideration?

Additional comments:

--Thank you for your input --