

The Formal Place

Summer '09 Internship

CONFIDENTIAL EDUCATION REFERENCE FORM

APPLICANT: Please complete the personal information below prior to giving this form to your referee. Failure to include this information delays the processing of your application. It is your responsibility to ensure all required documents have been received by The Formal Place by **May 13, 2009 at 5pm**. Forms can be mailed, faxed by referee, or returned in person. If asking referee to mail form, provide a self-addressed stamped envelope for his/her convenience. Return to:

The Formal Place Internships

6401 Bluebonnet Blvd

Suite 2198

Baton Rouge, LA 70836

Applicant's Name: _____ **School:** _____

Dear Referee,

The Formal Place Internship Committee would greatly appreciate your appraisal of the applicant named above. The information will be kept in confidence and will be used solely in evaluating the applicant for a TFP summer internship.

A written letter of reference is not required.

A TFP internship is an exciting fast paced experience that is designed to expand the student's general business skills, interpersonal skills, and work ethics. We strive to provide all employees with and fun yet challenging environment and our internships are no different. We want all interns to complete our program with a greater self-awareness and personal fulfillment for a job well done. We also aim for them to gain a leg up in future job searches through our resume/interview workshops and gain important feedback through 360°, peer, and management evaluations.

Through meetings, group projects, and individual assignments; TFP internships provide:

Experience: Marketing, Management, Finance, Event Planning, Promotions, Networking, Fashion, and more

Cash Scholarship: \$350

Letter of Recommendation: Written within one week of completion and retained on file for up to two years

Resume & Interview Workshop: in depth four hour workshop conducted by TFP consultant and general manager.

If you are returning your reference form directly to the applicant, please do so in a sealed envelope with your signature over the flap to ensure that it is official and confidential.

More information on TFP internships can be found at www.TheFormalPlace.com/intern.

Referee's Name: _____

Telephone: _____ **How long have you known the applicant?** _____

In what capacity do you know this applicant? _____

1. Please rank the applicant as follows:

0 = Exhibits very little of this trait or skill

1 = Exhibits some evidence

2 = Often exhibits this trait or skill

3 = Consistently exhibits this trait or skill

4 = Regularly exceeds expectations

N/A = Not applicable. Do not have enough information to make assessment

We understand that each referee will be able to rank and comment only on those skills and traits that apply to their relationship with the applicant. Please rank for those areas where you have knowledge. It is very helpful to the candidate's application that you comment wherever you give him/her a score. Brief remarks are essential to the understanding of the rank given.

	Rank	Comments
Curiosity and interest in learning new ideas		
Open mindedness, and willingness to see and respect other points of view		
Ability to clearly express thoughts and ideas orally		
Ability to clearly express thoughts and ideas in writing		
Leadership		
Interpersonal skills with adults, including the ability to receive feedback and respond positively to constructive suggestions		
Time management, organization skills, dependability and reliability		

2. What do you consider the applicant's limitations? (Please be specific.)

3. What other information, if any, about this candidate do we need for proper consideration?

4. Based on the internship description on page 1, how would you rate this applicant's potential for a space in this internship program?

- Outstanding
- Highly Recommended
- Recommended
- Recommended with reservations
- Not recommended

Thank you for your time and effort in this aspect of our selection.

Referee's Signature

Date