

SWEET ADELINES INTERNATIONAL – REGION 16  
**Confidential Regional Management Team Applicant**  
**Appraisal/Reference Form**

*The member whose name is listed in the attached cover letter is seeking a position on the Region 16 Regional Management Team. Please complete this form to the best of your knowledge. Information provided will remain confidential.*

PLEASE LIST YOUR ANSWERS IN THIS COLUMN:	
Potential nominee's name:	
Please indicate how well and in what context you know the applicant.	
What strengths would she bring to the organization as a member of the Regional Management Team?	
The need to observe confidentiality is extremely important for members of the Regional Management Team as they deal with sensitive topics, including discussion of a member's actions or behavior. How would you rate her in this area?	
<p>It is considered essential that members of the Regional Management Team possess the following attributes/characteristics. In the <i>right-hand column</i>:</p> <ul style="list-style-type: none"> <li>• Please rate the applicant in each area on a scale of 1 to 5, with 5 being the highest rating.</li> <li>• Enter a "U" if you are unable to rate the applicant in any area.</li> <li>• Then, write brief explanatory comments to help the Nominating Committee understand your rationale for your ratings.</li> </ul>	
Leadership:	
Please add your explanatory comments here:	
Vision:	
Please add your explanatory comments here:	
Integrity:	
Please add your explanatory comments here:	
Dependability/Follow-Through:	
Please add your explanatory comments here:	
Ability to Delegate:	
Please add your explanatory comments here:	
Intelligence:	
Please add your explanatory comments here:	

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<b>PLEASE LIST YOUR ANSWERS IN THIS COLUMN:</b>	
Flexibility:	
Please add your explanatory comments here:	
Objectivity:	
Please add your explanatory comments here:	
Computer Skills:	
Please add your explanatory comments here:	
Team Player/Effective Collaboration:	
Please add your explanatory comments here:	
What is the most important thing you would like the Nominating Committee to know about this applicant?	
Appraiser name:	
Email:	
Phone:	

***NOTES:***

- Email this form to the Region 16 Nominating Chair.
- If an applicant’s appraisals/references are not received by the deadline, the acceptance of her RMT application may be in jeopardy.
- This form is not shared with the applicant and is kept under strict confidence.