



Volunteer Reference Check

Volunteer Name:

University Health Network Department of Volunteer Resources would appreciate your assistance in providing us with a written reference for the above noted individual. We thank you for your time in advance.

Reference Information			
Name:			
Title:			
Telephone Number(s):			
Work Relationship (circle one or X):	Manager/Supervisor	Teacher	Other

Competency/Work Ethic	Rating (1-5)	Comments
1. Organizational Skills (time management, planning, project management, order)		
2. Teamwork (relationships, developing trust, sharing the work, flexibility, understanding)		
3. Communication (verbal, written, responsiveness, appropriateness)		
4. Accountability (Were there any reliability/attendance issues?)		
5. Commitment (Candidates overall approach to work, level of Commitment)		

1 - Very limited proof of skills/behaviours 2 - Limited evidence of skills/behaviours
 3 - Acceptable proof of skills/behaviours 4 - Good evidence of skills/behaviours 5 - Superior proof of skills/behaviour

Additional Information	Comments
1. What would you say are the candidate's best qualities, characteristics and/or strengths?	
2. In what areas do you feel the candidate needs improvement? Is the candidate aware of these issues?	
3. Do you have any additional comments about the candidate's performance/character?	

Thank you very much for taking the time to complete this reference. Your assistance is greatly appreciated. If you have any questions/concerns please contact **VR Recruitment** at **416 340-4114** or volunteering@uhn.on.ca

Signature: _____ **Date:** _____