

Volunteer Resources would appreciate your assistance in providing us with a reference on behalf of the above individual, who has applied to volunteer their services. Should you prefer or be required to submit your reference confidentially, please email to volunteers@hollandbloorview.ca or 416-422-7033

**To be completed by an employer, supervisor, teacher or individual who has known the application in a professional capacity. This reference may not be completed by a family member, friend, or friend of the family in a personal (non-work) capacity.**

<b>Referee Information</b>				
Name:				
Job title:		Organization:		
Telephone Number(s):		Email:		
Do you have an affiliation with Holland Bloorview?:    Yes            No				
If yes, please specify:				
How long have you known this applicant?				
I know the applicant:				
In what capacity?    Employment            Academic            Community involvement            Athletics				
Other (please specify):				

**Please rate the following skills/behaviours on a scale of 1-5:**

- 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/behaviours

<b>Competency/Work Ethic</b>	<b>Rating (1-5)</b>
1. <b>Organizational Skills</b> (time management, planning, project management, order)	
2. <b>Teamwork</b> (relationships, developing trust, sharing the work, understanding)	
3. <b>Communication</b> (verbal, written, responsiveness, appropriateness)	
4. <b>Adaptability</b> (flexibility, problem-solving, initiative)	
5. <b>Accountability</b> (Were there any reliability/attendance issues? Were there any issues with taking direction from a leader?)	
6. <b>Commitment</b> (candidate's overall approach to work, level of commitment)	
7. <b>Inclusivity</b> (able to interact successfully with diverse groups of people, e.g. different ages, people with disabilities, etc.)	
8. <b>Compassion, kindness and respect</b>	

<b>Additional Information</b>	<b>Comments (please respond)</b>
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?	

<p>3. The volunteer role at Holland Bloorview Kids Rehabilitation Hospital involves assisting with the delivery of <b>clinical and educational programs</b> for children and young adults with disabilities or complex long-term needs. How well do you believe this person would work in this capacity?</p>			
<p>4. Would you consider hiring/rehiring this person?</p>	Yes	No	N/A
<p>5. Would you entrust the care of your own children and/or children you have been entrusted the care of to this applicant?</p>	Yes	No	
<p>6. Other comments (optional):</p>			
<p><b>I understand that any willful misrepresentation made by me in connection with this reference will be sufficient cause for the dismissal of the applicant from Volunteer Resources.</b></p> <p><b>Thank you</b> very much for taking the time to complete this reference. Holland Bloorview could not realize its mission and vision without volunteers.</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p>			