

Date:

Volunteer Reference Check

Volunteer Name:	UHN Site:
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:	Organization:
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 the respective Volunteer Resources Department:
TRI-volunteering@uhn.ca for Toronto Rehab volunteers
hrinterns@uhn.ca for Toronto General, Toronto Western and Princess Margaret Cancer Centre volunteers

Signature: _____ **Date:** _____

Applicants- references are to be uploaded on to your volunteer profile at www.myvolunteerpage.com