

Date:

## Volunteer Reference Check

|  |                  |
|--|------------------|
| <b>Volunteer Name:</b>   | <b>UHN Site:</b> |
| 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. <b>Organizational Skills</b> (time management, planning, project management, order)             |              |          |
| 2. <b>Teamwork</b> (relationships, developing trust, sharing the work, flexibility, understanding) |              |          |
| 3. <b>Communication</b> (verbal, written, responsiveness, appropriateness)                         |              |          |
| 4. <b>Accountability</b> (Were there any reliability/attendance issues?)                           |              |          |
| 5. <b>Commitment</b> (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](mailto:TRI-volunteering@uhn.ca) for Toronto Rehab volunteers  
[hrinterns@uhn.ca](mailto: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](http://www.myvolunteerpage.com)