

## Verification of References

Identify who you are, your position and department. \_\_\_\_\_ has granted me permission to contact you concerning his/her employment with your organization. Is this a convenient time for you to talk to me?

Do you give this reference on the condition it is to be kept confidential and your name not revealed?       Yes       No

Candidate's Name:	Competition No.:
Name of Business Reference:	Telephone:
Reference Provided by:	Title:  Working Relationship:

_____ - has applied to Douglas College for the position of _____	
Period of Employment:	Position Held:
What were his/her primary duties?	
<i>General Performance (how well did he/she work with colleagues/clients, tact/diplomacy, How well did he/she organize work?):</i>	
How extensive was his/her knowledge in the field?	
Strengths/Areas of Improvement:	

Flexibility ( <i>changing priorities, work schedule, was work completed on time?</i> ):	
Initiative/Attitude/Motivation:	
Knowing everything you know about this employee, would you be willing to rehire?	
Do you have any lasting impressions of this employee? If so, what are they?	
<p><b>* Additional question for positions involving work or volunteer or will work or volunteer in an unsupervised environment in a College program, department, faculty, or service designed for or targeted at persons with disabilities. vulnerable adult clients or students or users under the age of 19 years:</b></p> <p>The position to which this person has applied involves working with vulnerable persons in an unsupervised setting (or may involve working with children or teenagers). Is there anything you know about this person that would cause us to have concern about him/her in such a position?</p>	
Additional Comments:	
Signature:	Date: