



Holland College
Admissions Office
140 Weymouth St.
Charlottetown, PE
C1A 4Z1

Applicant Reference Form

This section to be completed by the applicant.

Name of Applicant: _____

Program for which you are applying: _____

Address: _____

Student Number: _____

This section to be completed by the Reference.

This reference form will be used to assist Admissions to determine the suitability of this applicant for a program. The information you provide will form part of the assessment and may be shared with the applicant.

Please note that it is possible that because of the nature of your involvement with this applicant, you may not be able to complete certain sections of this form. Check off the not applicable option in that case.

Referral Information:

Name: _____

Home phone: _____

Company: _____

Work phone: _____

Position: _____

Cell phone: _____

Address: _____

Email: _____

In what capacity do you know this applicant? _____

Have you worked directly with this applicant? ☐ Yes ☐ No

How long have you known this applicant? _____

For each of the following qualities please place a $\sqrt{}$ in the box that appropriately describes this applicant:

Attitude/Application to work

- ☐ Outstanding in Enthusiasm
- ☐ Interested and industrious
- ☐ Average
- ☐ Somewhat indifferent
- ☐ Definitely not interested
- ☐ Not Applicable

Relations with others

- ☐ Works well with others
- ☐ Congenial and helpful
- ☐ Seems to get along well
- ☐ Difficult to work with
- ☐ Causes friction within group
- ☐ Not Applicable

Ability to Learn

- ☐ Learned work exceptionally well
- ☐ Learned work readily
- ☐ Average
- ☐ Slow in learning
- ☐ Very slow in learning
- ☐ Not Applicable

Judgment

- ☐ Very good
- ☐ Good common sense
- ☐ Usually good
- ☐ Often undependable
- ☐ Poor- jumps to conclusions
- ☐ Not Applicable

Quality of work produced

- ☐ Excellent
- ☐ Good
- ☐ Average/Acceptable
- ☐ Poor
- ☐ Unacceptable
- ☐ Not Applicable

Acceptance of suggestions and criticisms

- ☐ Acts promptly on suggestions and criticisms
- ☐ Graciously accepts suggestions and criticisms
- ☐ Accepts suggestions and criticisms satisfactory
- ☐ Reluctantly accepts suggestions and criticisms
- ☐ Resents suggestions and criticisms
- ☐ Not Applicable

Quantity of work produced

- ☐ High output
- ☐ Above average output
- ☐ Normal output
- ☐ Below average output
- ☐ Low output
- ☐ Not Applicable

Communication skills

- ☐ Excellent
- ☐ Good
- ☐ Average/Acceptable
- ☐ Poor
- ☐ Unacceptable
- ☐ Not Applicable

Please indicate your opinion of the applicant in reference to the following traits or characteristics:

	Exceptional	Good	Average	Below Average	Poor
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and organizing work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages time effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dress/Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethical Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recommendation

- ☐ I would highly recommend this applicant
- ☐ I would recommend this applicant
- ☐ I am doubtful that I would recommend this applicant
- ☐ I would not recommend this applicant
- ☐ I am unable to judge

Comments:

Signature: _____

Date: _____