

**NOTE: The information contained on this form may have to be released to the applicant if a request is received.**

**The Newfoundland Aboriginal Women's Network**

**EMPLOYEE REFERENCE FORM – Two (2) References required**

Competition: <b>Module Developer</b>	Selection Committee Chair: Odelle Pike
Applicant	Position Applied for: Module Developer

What is (was) your working relationship with the applicant?	
Please explain the reason why applicant left your employ? (If applicable)	

PLEASE PROVIDE EXAMPLE(S) OF INSTANCES WHERE YOU OBSERVED THE APPLICANT **DEMONSTRATE** THE FOLLOWING JOB RELATED REQUIREMENTS. **On a scale of 0-5 (see rating guide below)** \*how would you rate the applicant in each particular area?

**\* Rating Guide**

<b>5 - Outstanding</b>	<b>4 - Strong</b>	<b>3 - Good</b>	<b>2 - Adequate</b>	<b>1 - Weak</b>	<b>0 - Unsatisfactory</b>
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**Knowledge components**

	Requirement	Rating	Example / Instance When Applicant Demonstrated Related Requirement
1	Training module development skills		
2	Microsoft Office Component Skills		
3	Cultural Sensitivity		

**Required abilities**

1	Communication Skills		
2	Mediation / Conflict Resolution		
3	Organizational Skills		
4	Analytical / Problem Solving		

**Personal suitability traits**

1	Work Independently		
2	Team work		

Competency Area	Referee Commentary
Reliability/dependability/flexibility of the applicant?	
What do you perceive as the greatest strength the applicant brought to your organization?	
Give an example of where you observed the benefit of this strength?	
Would you rehire? If no, why not?	
Would you hire as an instructional material developer and why?	
Additional demonstrated behaviors which support (or do not support) the candidates application for the above referenced position:	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone #