

**FACULTY OF EDUCATION  
UNIVERSITY OF PRINCE EDWARD ISLAND  
REFERENCE FORM**

Name of Applicant \_\_\_\_\_

Referee's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Referee's Relation to Candidate \_\_\_\_\_

Check One: *Academic Reference* \_\_\_\_\_

*Teaching Potential/Work Related* \_\_\_\_\_

The Faculty of Education would appreciate your appraisal of the candidate named above. The information will be kept in confidence and will be used solely for evaluating the suitability of the candidate for the teacher education program at U.P.E.I. **Please do not include a letter of reference.** Mail or fax your reference to the Registrar's office prior to February 20.

1. Please indicate your estimation of the candidate in each category by circling the appropriate comment which applies.

<b>Initiative and Originality</b>	Needs guidance to complete work; no original thought	Does assigned work of own accord; little originality	Completes work; some evidence of original thought	Work is completed independently; with originality and imagination	Have not observed
<b>Motivation (for becoming a teacher)</b>	Is uncertain of career goals	Simply wants to be a professional (any type)	Is somewhat interested in teaching	Is among the most motivated to become a teacher	Have not observed
<b>Intellectual Curiosity</b>	Does not demonstrate intellectual curiosity	Demonstrates little intellectual curiosity	Demonstrates some intellectual curiosity	Demonstrates exceptional intellectual curiosity	Have not observed
<b>Dependability and Reliability</b>	Is not dependable and reliable	Is sometimes dependable and reliable	Is usually dependable and reliable	Is unquestionably dependable and reliable	Have not observed
<b>Leadership</b>	Is not a leader; satisfied to follow	Is occasionally a leader	Is frequently a leader	Is an outstanding leader	Have not observed
<b>Ability to communicate thoughts and ideas orally</b>	Cannot express thoughts and ideas clearly and fluently	Can occasionally express thoughts and ideas well	Usually expresses thoughts and ideas clearly and fluently	Is always very articulate, clear and fluent when expressing thoughts and ideas	Have not observed

<b>Ability to express thoughts and ideas in writing</b>	Has great difficulty expressing thoughts and ideas in writing	Demonstrates adequate expressive writing skill; many errors in language	Expresses ideas and thoughts well; few errors in language	Writes extremely well; uses excellent language construction, is clear and fluent	Have not observed
<b>Acceptance of new ideas and feedback</b>	Is unwilling to consider new ideas; is resistant to constructive criticism; does not seek out feedback	Is somewhat willing to consider new ideas; is reluctant to consider constructive criticism or feedback	Is usually willing to consider new ideas; accepts constructive criticism; may seek out feedback	Willingly accepts new ideas; is very receptive to constructive criticism; and, will seek out feedback	Have not observed
<b>Time management and organization skills</b>	Does not either have time management or organizational skills	Occasionally demonstrates time management and organizational skills	Demonstrates strong time management and organizational skills most of the time	Consistently demonstrates excellent time management and organizational skills	Have not observed
<b>Knowledge and understanding of youth</b>	Does not understand and has little understanding of youth	Has some knowledge and understanding of youth	Has demonstrated strong knowledge and understanding of youth	Has demonstrated an exceptional knowledge and understanding of youth	Have not observed
<b>Ability to work with people</b>	Displays difficulty when working with people; would rather work independently	Occasionally works well in groups; gets along well with some people	Usually works well with people; gets along well with most people	Works extremely well with people; excellent social skills	Have not observed
<b>Adaptability and Flexibility</b>	Is rigid and inflexible	Is sometimes willing to be adaptable and flexible	Is usually willing to be adaptable and flexible	Is extremely willing to adapt and to be flexible	Have not observed
<b>Ability to work under pressure</b>	Does not work well under pressure	Can sometimes work well under pressure	Can usually work well under pressure	Works extremely well under pressure	Have not observed

2. What do you consider the applicant's strongest assets? (Please be specific)

3. What do you consider the applicant's major limitations? (Please be specific)

4. We do not request an additional letter detailing your reference. However, would it be

advisable to talk to you in more detail by telephone?\_\_\_\_\_

5. Do you know of any reason(s) why this candidate should not be admitted into the B.Ed program?

6. Please circle the rating which evaluates this candidate's overall potential for teaching.

<b>Below Average</b> Lowest 30 (0-29)	<b>Average</b> Lowest 60 (30-60)	<b>Good</b> Top 40 (60-80)	<b>Very Good</b> Top 20 (80-90)	<b>Outstanding</b> Top 10 (90-98)	<b>Truly Exceptional</b> Top 2 (98-100)
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Thank you for your time and effort in this important aspect of our admissions procedures.

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*Signature of Referee*

\_\_\_\_\_  
*Date*

**Remit to: Registrar's Office,  
550 University Ave.,  
Charlottetown, PEI,  
C0A 4P3**

**or Fax: 902-566-0795**