**Applicant**’**s Name**: Relationship to Applicant:

**REFERENCE QUESTIONNAIRE**

This applicant is applying for a staff position with The Navigators. As you respond to the following questions, please be as objective as possible. When you have completed the Reference Questionnaire, please return it in the provided stamped and addressed envelope. This reference will be treated as CONFIDENTIAL.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CHARACTER TRAIT EVALUATION** | Not Known | Poor | Below Avg. | Avg. | Above Avg. | Excel- lent | COMMENTS |
| **SOCIAL MATURITY** |  |  |  |  |  |  |  |
| Ability to communicate |  |  |  |  |  |  |  |
| Ability to develop relationships |  |  |  |  |  |  |  |
| Ability to handle conflict |  |  |  |  |  |  |  |
| Tactfulness/sensitivity |  |  |  |  |  |  |  |
| Ability to work within a team |  |  |  |  |  |  |  |
| Ability to relate with opposite sex |  |  |  |  |  |  |  |
| **EMOTIONAL MATURITY** |  |  |  |  |  |  |  |
| Self-image |  |  |  |  |  |  |  |
| Self-awareness |  |  |  |  |  |  |  |
| Empathy |  |  |  |  |  |  |  |
| Freedom from worry, anxiety |  |  |  |  |  |  |  |
| **PERSONAL MATURITY** |  |  |  |  |  |  |  |
| Self-discipline |  |  |  |  |  |  |  |
| Conscientiousness |  |  |  |  |  |  |  |
| Perseverance |  |  |  |  |  |  |  |
| Common sense and judgement |  |  |  |  |  |  |  |
| Flexibility |  |  |  |  |  |  |  |
| Honesty and integrity |  |  |  |  |  |  |  |
| **LEADERSHIP MATURITY** |  |  |  |  |  |  |  |
| Ability to initiate |  |  |  |  |  |  |  |
| Organizational skills |  |  |  |  |  |  |  |
| Ability to motivate others |  |  |  |  |  |  |  |
| Coaching/mentoring ability |  |  |  |  |  |  |  |
| Creativity and innovation |  |  |  |  |  |  |  |
| Problem Solving |  |  |  |  |  |  |  |

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1. In what capacity have you known the applicant and for how many years?
2. To your knowledge, how does this person respond under difficult or stressful circumstances?
3. Have you observed the applicant to demonstrate any behaviour that would cause you to question their ability to work closely with others? If so, please explain.
4. Have you observed this person overcompensate for any insecurities? If yes, how?
5. Please summarize this person's strengths and weaknesses STRENGTHS WEAKNESSES

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1. What specific training/development opportunities could the applicant benefit from receiving?
2. Have you any hesitations in recommending this applicant? If so, please explain.
3. Overall recommendation:

Your Signature:

Name (please print): Phone:

Address: Email:

Thank you for the investment that you have made

in the life of this applicant and the Navigator ministry!

Please send the completed form to Navigators Human Resources either:

* 1. electronically to: humanresources@navigators.ca
	2. Or by mail:

# Human Resources

**The Navigators of Canada
5 – 29 Kilworth Park Drive**

**Komoka, ON N0L 1R0**