

**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. **Do not include a letter of reference.** Mail or fax your reference form to the Registrar's office prior to January 15.

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

|  |  |   |  |   |                   |
|--|--|---|--|---|-------------------|
| <b>Initiative</b>                          | Needs guidance to complete work; does not seek out additional work | Does assigned work of own accord; does not seek out extra work                          | Completes work independently; occasionally seeks out further work                  | Work is consistently completed independently; seeks out and completes extra work                | Have not observed |
| <b>Originality and Creativity</b>          | No evidence of originality or creativity                           | Occasionally demonstrates originality and creativity                                    | Evidence of originality and creativity is consistently demonstrated                | Demonstrates exceptional originality, creativity 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)  | Has expressed an interest in teaching  | Is among the most motivated to become a teacher   | Have not observed |
| <b>Interest in Learning New Ideas</b>      | Does not demonstrate an interest in learning new ideas             | Is somewhat willing to consider new ideas but is not willing to incorporate change      | Is usually willing to consider new ideas, and may incorporate change in some areas | Willingly considers new ideas and is willing to attempt change                                  | Have not observed |
| <b>Honesty, Reliability and Integrity</b>  | Is not honest and reliable; is untrustworthy                       | Is sometimes dependable and reliable. Occasionally compromises ethics for personal gain | Is usually dependable and reliable. No serious flaws in ethics and integrity       | Absolutely trustworthy; is unquestionably dependable and reliable; observes high quality ethics | 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 feedback</b>                           | Is resistant to constructive criticism; does not seek out feedback    | Is reluctant to consider constructive criticism or feedback             | Accepts constructive criticism; may seek out feedback                          | Is very receptive to constructive criticism; and, will seek out feedback         | Have not observed |
| <b>Time management and organization skills</b>          | Has neither time management nor 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>             | Has little knowledge and 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 alone | 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>Willingness to See Alternate Points of View</b>      | Is unable to consider other points of view                            | Occasionally may be able to consider other points of view               | Is usually willing to consider alternate points of view                        | Is extremely empathetic and consistently understands others points of view       | 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(a). What do you consider the applicant's major limitations? (Please be specific)

3(b). Would it be advisable to talk to you in more detail by telephone about the applicant's limitations or any concerns you may have? YES\_\_\_\_\_ NO\_\_\_\_\_

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

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

|   |  |                                  |                                       |   |   |
|---|--|----------------------------------|---------------------------------------|---|---|
| <b>Below Average</b><br>Lowest 30<br>(0-29) | <b>Average</b><br>Lowest 60<br>(30-60) | <b>Good</b><br>Top 40<br>(60-80) | <b>Very Good</b><br>Top 20<br>(80-90) | <b>Outstanding</b><br>Top 10<br>(90-98) | <b>Truly Exceptional</b><br>Top 2<br>(98-100) |
|---|--|----------------------------------|---------------------------------------|---|---|

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: UPEI Registrar's Office  
550 University Ave.,  
Charlottetown, PEI,  
C1A 4P3**

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