

# Canada-Africa Development Corps

372 Rideau Street, Suite 216 • Ottawa, Ontario K1N 1G7

## Reference Form

**Name of Candidate:** \_\_\_\_\_

The candidate above is being considered for service in Africa as a volunteer in the Canada-Africa Development Corps and has named you as a reference. Please help us make a determination about the candidate's suitability for placement by responding to the following questions. *Please return the completed form either by e-mail: [volunteer@Canada-Africa.org](mailto:volunteer@Canada-Africa.org); mail: Canada-Africa Development and Relief Agency, Volunteer Selection, 372 Rideau Street, Suite 216, Ottawa, Ontario K1N 1G7.*

**This form will be kept in strict confidence. Your candid response is appreciated.**

In what capacity and for how long, have you known the candidate?

The candidate has expressed interest in being considered for an assignment that would utilize his/her professional skills. Please comment on any of the candidate's technical skills with which you are familiar and their effectiveness.

Please comment on the following attributes of the applicant: Use a scale of 1-5 to rate each response where 5=superior; 4=above average; 3=average; 2=below average; and 1=not applicable or don't know.

Ability to adapt to new circumstances and challenging situations (flexibility):

Rating

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Capacity to complete tasks well with little direction:

Rating

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Ability to work as part of a team:

Rating

---

Interpersonal skills:

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Rating

Ability to present ideas clearly and cogently:

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Rating

Ability to respect the views of others:

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Rating

Please describe any activities or affiliations of which you are aware that link the candidate to voluntary service in any Canadian community.

Do you have any doubts or hesitations about recommending the candidate for Canada-Africa Development and Relief Agency volunteer service? (Please explain)

Overall, how would you rate the suitability of the candidate for placement in the Canada-Africa Development Corps?

recommend strongly    recommend    recommend with some reservation    do not recommend

Use this space for additional comments:

Name (*please print*): \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (eve.) \_\_\_\_\_

Date: \_\_\_\_\_

We appreciate your time. Your feedback will help us to best assess this candidate.

***Please note that your reference will be held in confidence.***