CO-OPERATIVE EDUCATION
SUMMER SECTOR

Community Reference Form

Students must complete the Student Information section below and give this form to someone with whom they have had considerable contact. Examples of community references may include a coach, group leader, elder, knowledge holder, extra-curricular leader, employer, neighbor, etc., with whom they have had considerable contact in the past 12 months.

Student Information

Student name: _____

Email: _____ Phone: _____

Note: The student named on this form has applied for a summer sector skilled trades co-op placement, which requires completion of a work placement in the community. You are asked to consider your experience with the student.

Community Reference

Name: _____

Email: _____ Phone: _____

How long have you known the student? _____

How do you know the student? _____

Attributes, Attitudes, and Skills

Please place a checkmark in the box in the appropriate column to indicate your experiences with this student. Additional comments can be recorded below.

Criteria

3 = consistently demonstrates 2 = usually demonstrates 1 = needs guidance N/A = not applicable

Attributes, Attitudes, and Skills	3	2	1	N/A
Dependability				
• is consistent, steady, independent, and reliable	☐	☐	☐	☐
• works well independently, with minimal supervision	☐	☐	☐	☐
Initiative				
• is self-motivated and enthusiastic	☐	☐	☐	☐
• looks for additional tasks when work is completed	☐	☐	☐	☐
• acts on opportunities for improvement	☐	☐	☐	☐
Industriousness				
• manages time well	☐	☐	☐	☐
• is willing to undertake new projects	☐	☐	☐	☐

Criteria

3 = consistently demonstrates 2 = usually demonstrates 1 = needs guidance N/A = not applicable

Attributes, Attitudes, and Skills	3	2	1	N/A
Responsibility				
• accepts responsibility for their actions	☐	☐	☐	☐
• performs assigned tasks with care	☐	☐	☐	☐
• is diligent and conscientious	☐	☐	☐	☐
Positive attitude and behaviours				
• deals with people, problems, and situations with honesty and integrity	☐	☐	☐	☐
• communicates well with others	☐	☐	☐	☐
Workplace health and safety				
• is aware of personal health and safety	☐	☐	☐	☐
• demonstrates practices and procedures supporting safety	☐	☐	☐	☐
Problem-solving and critical thinking				
• is creative and innovative	☐	☐	☐	☐
• acts on opportunities for improvement	☐	☐	☐	☐
• able to cope with uncertainty and adapts to change	☐	☐	☐	☐
Teamwork				
• is open and supportive of the thoughts, opinions, and contributions of others	☐	☐	☐	☐
• respects diversity, individual differences, and perspectives	☐	☐	☐	☐
• understands and supports the dynamics of group work	☐	☐	☐	☐

Additional comments:

Please return this form to the student. The student will submit this reference as part of their application.
Thank you for your assistance.

Signature:

Community Reference: _____ Date: _____

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