

**INSTRUCTOR/SUPERVISOR  
REFERENCE CHECK FORM**  
**Student Research Assistant – Centre for Innovation**

To: \_\_\_\_\_ *(Name and Title of Reference)*

I, \_\_\_\_\_, *(Print Name)* hereby authorize you to provide a detailed personal and professional reference to the Olds College Human Resources Department. The use and disclosure of information falls under the Freedom of Information and Protection of Privacy (FOIP) Act of Alberta. Should you have any questions regarding the use of this form, please contact the Human Resources Director or the FOIP Coordinator for Olds College.

\_\_\_\_\_ *(Student Signature)* \_\_\_\_\_ *(Date)*

**Please ensure this form is completed and returned to Human Resources by September 19, 2011, with your application form.**

**For the Referee:**

The Centre for Innovation has ongoing opportunities available for students to provide assistance on applied research projects on a temporary part-time basis. The Centre for Innovation conducts research in the areas of bioenergy, waste management, microbiology, environmental science, and plant material processing. The anticipated terms of employment will be from October 3, 2011 to April 30, 2012. Hours of work will be scheduled for a minimum of a three hour shift.

Successful candidates will be students currently enrolled in post-secondary studies at Olds College with an interest in applied research and a general understanding of lab safety and practices. Strong organizational, interpersonal and communication skills and the ability to handle multiple tasks are required.

***We would appreciate your assistance in answering the following questions pertaining to the suitability of the candidate for the position described. If you would prefer to discuss this information via telephone, please contact Irene Zarelli in Human Resources at (403) 556-8363.***

**How long have you known this student and in what capacity?**

**What skills does this individual possess that would allow him/her to perform the role of Research Assistant?**

**What is the quality of the individual's work?**

**Was there ever a concern about absenteeism, punctuality, attitude, time wasting, or interactions with others?**

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Is this individual able to meet deadlines and/or are assignments handed in on time?

Could you give me your own views of his/her accomplishments on the job or in the classroom environment?

What areas would you consider to be developmental for this individual?

How does the individual interact with his/her supervisors and co-workers or instructors and fellow students?

How would you rate his/her ability to work as a member of a team?

How does the individual deal with conflict situations with other members of the team/classmates/instructors?

How would you describe his/her ability to solve problems?

What are your general overall impressions of the individual as an employee/student?

Would you hire him/her for the position described? Would you rehire this individual (if applicable)?

Is there anything else that you think I should know about this individual that hasn't already been covered?

\_\_\_\_\_ (*Reference Signature*) \_\_\_\_\_ (*Date*)