

## References Guide 2012-2013

### Appropriate Referees

#### **Who is an appropriate Academic Referee?**

An academic referee must be associated with your post-secondary education program and must have taught you in a university or college classroom setting. Typically, this will be a professor or course instructor. A graduate teaching assistant would be appropriate if he or she had teaching duties and taught you in a classroom setting (undergraduate students or TAs who mostly helped with labs and/or grading would not be appropriate). A professor or instructor who has only supervised you in a lab or research setting would not be considered appropriate; nor would a co-op or practicum supervisor. You will need to use your own judgment on cases like directed study instructors.

#### **Who is an appropriate Community Service Referee?**

The community service referee should be someone who has supervised or managed you in a volunteer position post high school and who can respond to questions of the type provided on the reference form. The referee should be able to reflect on your non-academic qualities such as how you work with and relate to other people, your altruistic characteristics, etc. The referee cannot be a family member or friend. If your community service referee has supervised you in multiple roles, we suggest that your referee focus on the community service aspect when completing the reference form.

#### **Who is an appropriate Professional Referee?**

This reference can be from a manager or supervisor in a workplace, academic, or community setting. Many applicants will choose their current or work, lab, or research supervisor (past supervisors are also acceptable). Supervisors for co-ops, practicums, internships, or other unpaid work experiences are fine as well. A different volunteer supervisor than your community service referee could also complete this reference, but keep in mind that the focus of this form is different than the community service reference.

#### **A note about appropriate referees:**

We understand that many applicants go to large schools with large classes, have been in the workforce for a few years, or otherwise do not have an appropriate referee for one of the categories readily available. Try to find someone appropriate, but also keep in mind that the guidelines we provide are guidelines rather than strict requirements. We can't really provide advice as to what impact choosing a referee we might not consider appropriate would have on your file – just like you will use your judgment in selecting a referee, we will use our judgment in assessing the appropriateness of the referee you pick. Please use your best judgment when selecting referees and select people who will be able to clearly and honestly comment on your special qualities and abilities. You know your situation and potential referees the best, and we hope you will be able to make decisions based on the guidelines provided. We unfortunately will not be able to provide one-on-one guidance about which referee you should select.

**General Guidelines**

- You must choose a different person for each reference.
- Friends or family members are not acceptable.
- We will not be able to tell you whether or not your referee is appropriate or which referee you should pick.
- We will read the first submitted reference of each type.
- Your referee must complete and submit the online form – we do not accept paper or emailed references.
- Please tell your referee to contact us directly at [admissions.md@ubc.ca](mailto:admissions.md@ubc.ca) if they have any problems with the reference form.
- It is your responsibility to follow up with your referees and make sure your references are submitted by the deadline. We will not extend the deadline or make exceptions for referees who miss the deadline. Remember, you can always send the form to a different referee if your original referee is not responding in a timely manner.



**\* Maturity**

Response under pressure, acting on constructive criticism ☐ ☐ ☐ ☐ ☐ ☐

**\* Problem-Solving Ability**

Problem analysis, use of common sense, decision making ☐ ☐ ☐ ☐ ☐ ☐

**\* Potential for future academic performance**

☐ ☐ ☐ ☐ ☐ ☐

**\* OVERALL RATING**

☐ ☐ ☐ ☐ ☐ ☐

\* How would you rate the applicant as a candidate for admission to a medical school?

☐ Highly Recommended ☐ Recommended ☐ Not Recommended ☐ Uncertain

\* Do you have any reservations about this individual being trained as a medical doctor?

☐ Yes ☐ No

**Comments**

If you are unable to judge, poorly rated the applicant in any of the above categories, or have any reservations about this individual being trained as a medical doctor, please elaborate below (**please refer to the candidate using his/her initials only**):

General comments can also be added below. **Please refer to the candidate using his/her initials only** (max 3750 characters including spaces).

Information that you provide on this reference form is collected by the University pursuant to the *University Act*, R.S.B.C. 1996, c. 468, and the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 ("FIPPA"). The information will be used for the purposes of determining admission to the Faculty of Medicine and may be used for research purposes. In all cases when used for research, individual identities will not be disclosed. All references received by the University are treated as confidential. The University treats the identities of referees with the strictest confidence. If the applicant requests access to this reference under FIPPA, the University will not release any information (unless obliged by law) that could be used to reveal or infer the referee's identity. If you have any questions about the collection of information, please contact Admissions Manager, Faculty of Medicine, 317-2194 Health Sciences Mall, Vancouver, BC V6T 1Z3, or 604-875-8298.

## Community Service Reference Form

Community Assessment  
2012/2013**Do NOT use – Sample Only. References must be submitted online**

\* How long have you known the applicant?

- ☐ < 1 year  
☐ 1 to 2 years  
☐ 3 to 4 years  
☐ > 4 years

\* How well do you know the applicant?

- ☐ Slightly   ☐ reasonably well   ☐ Very well

\*What is/was the nature of your association with the applicant?

- ☐ Manager  
☐ Coordinator  
☐ Supervisor

☐ Other 

\* How many individuals are you comparing this person to?

- ☐ <20   ☐ 20-50   ☐ 50-100   ☐ >100

Unable to judge	Poor	Below Average	Average	Above Average	Outstanding
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\* **Performance**

Sense of responsibility, productivity

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* **Reliability**

Dependability, promptness, conscientiousness

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* **Ability to work with others**

Work cooperation, show of respect for others

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* **Initiative**

Skill and creativity in managing available resources

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* **Problem-solving Ability**

Problem analysis, use of common sense, decision making

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* **Maturity**

Response under pressure, acting on constructive criticism

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* **Integrity**

Honesty, demonstration of moral values

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* **Written Communication Skills**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* **Oral Communication Skills**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* **Empathy**

Understands and respects disparate perspectives

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* **Adaptability**

Flexibility, adaptability to change ☐ ☐ ☐ ☐ ☐ ☐

**\* Listening Ability**

Active listening, checks for understanding ☐ ☐ ☐ ☐ ☐ ☐

**\* Willingness to learn**

Eagerness to master new duties and tasks ☐ ☐ ☐ ☐ ☐ ☐

**\* OVERALL RATING**

☐ ☐ ☐ ☐ ☐ ☐

\* How would you rate the applicant as a candidate for admission to a medical school?

☐ Highly Recommended ☐ Recommended ☐ Not Recommended ☐ Uncertain

\* Do you have any reservations about this individual being trained as a medical doctor?

☐ Yes ☐ No

## Comments

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Submit

Reset

## Professional Reference Form



FACULTY OF MEDICINE

Professional Assessment  
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☐ 1 to 2 years  
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\*What is/was the nature of your association with the applicant?

- ☐ Employer  
☐ Supervisor  
☐ Community

☐ Other 

\* How well do you know the applicant?

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\*How many individuals are you comparing this person to?

- ☐ <20   ☐ 20-50   ☐ 50-100   ☐ >100

**\* Integrity**

Honesty, demonstration of moral values

Unable to judge   Poor   Below Average   Average   Above Average   Outstanding

☐   ☐   ☐   ☐   ☐   ☐

**\* Self-Awareness**

Self-assurance, aware of own strengths &amp; weaknesses

☐   ☐   ☐   ☐   ☐   ☐

**\* Maturity**

Response under pressure, acting on constructive criticism

☐   ☐   ☐   ☐   ☐   ☐

**\* Perseverance**

Completion of tasks besides set-backs, goal direction

☐   ☐   ☐   ☐   ☐   ☐

**\* Emotional Stability**

Steadiness, appropriate level of emotion

☐   ☐   ☐   ☐   ☐   ☐

**\* Written Communication Skills**

☐   ☐   ☐   ☐   ☐   ☐

**\* Oral Communication Skills**

☐   ☐   ☐   ☐   ☐   ☐

**\* Motivation for Medicine**

Understanding of the scope of medicine

☐   ☐   ☐   ☐   ☐   ☐

**\* OVERALL RATING**

☐   ☐   ☐   ☐   ☐   ☐

\* How would you rate the applicant as a candidate for admission to a medical school?

☐ Highly Recommended   ☐ Recommended   ☐ Not Recommended   ☐ Uncertain

\* Do you have any reservations about this individual being trained as a medical doctor?

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