

**STRUCTURED REFERENCE LETTER
VETERINARY TECHNOLOGY PROGRAM (VTEC)
FACULTY OF SCIENCE & TECHNOLOGY**

APPLICANT INFORMATION

LAST NAME:

FIRST NAME:

STUDENT NUMBER:

The above-named applicant is applying for admission to the Veterinary Technology program at Douglas College. The information you provide on this form will be used to determine this applicant's suitability for admission. The information will be kept confidential, unless required by law. Reference letters are of most use to the admissions committee when they include frank, thoughtful comments about the candidate's ability to successfully complete the program and become a successful Veterinary Technologist. Please be as specific as possible. When answering the following questions please provide examples where appropriate. If you do not feel you know the candidate well enough to make a valid assessment, please decline the invitation to act as a reference.

1. HOW LONG HAVE YOU KNOWN THE APPLICANT?

Years

Months

Days

2. IN WHAT CAPACITY DO YOU KNOW THE APPLICANT?

PLEASE RATE THE APPLICANT:

3. WORK HABITS

| | <i>N/A</i> | <i>Poor</i> | <i>Acceptable</i> | <i>Good</i> | <i>Very Good</i> | <i>Excellent</i> |
|------------------------|------------|-------------|-------------------|-------------|------------------|------------------|
| Attendance | | | | | | |
| Punctuality | | | | | | |
| Shows initiative | | | | | | |
| Works independently | | | | | | |
| Seeks/accepts feedback | | | | | | |

4. COMMUNICATION SKILLS

| | <i>N/A</i> | <i>Poor</i> | <i>Acceptable</i> | <i>Good</i> | <i>Very Good</i> | <i>Excellent</i> |
|----------------------------|------------|-------------|-------------------|-------------|------------------|------------------|
| Asks Relevant Questions | | | | | | |
| Speaks clearly & concisely | | | | | | |
| Writes clearly & concisely | | | | | | |
| Speaks with confidence | | | | | | |

5. INTERPERSONAL SKILLS

| | <i>N/A</i> | <i>Poor</i> | <i>Acceptable</i> | <i>Good</i> | <i>Very Good</i> | <i>Excellent</i> |
|------------------------------------|------------|-------------|-------------------|-------------|------------------|------------------|
| Works well with others | | | | | | |
| Treats people with respect | | | | | | |
| Treats people with courtesy | | | | | | |
| Demonstrates leadership | | | | | | |
| Demonstrates patience with people | | | | | | |
| Demonstrates patience with animals | | | | | | |

6. What would you identify as the applicant's particular strengths?
7. Do you perceive any particular areas of difficulty? (Please specify).
Other comments?

REFEREE INFORMATION

REFERENCE NAME:

TITLE:

COMPANY NAME & ADDRESS:

TELEPHONE NO:

EMAIL:

FAX NO:

SIGNATURE

DATE

Please complete this form and submit directly via email to:

Attn: VTEC Admissions

Email: Admissions@douglascollege.ca