

## ITAP # 55515144 Reference Check Questionnaire

<b>Candidate name</b>	Andrew Peng	<b>Date of reference check</b>	December 24th, 2020
<b>Your name</b>	Michael Vamvakas	<b>Telephone number</b>	6474640102
<b>Relationship to candidate</b>	Co-worker	<b>How long have you known the candidate or worked with them?</b>	Worked with them since september 2019

Based on your observations of the candidate, for each question below select the most appropriate response per the rating definitions\*.

**REMINDER:** This information may be made available to the candidate and should therefore be consistent with other performance assessments, formal or informal, that you have shared with the candidate.

<b>*Rating Definitions</b>	
<b>Always</b>	The candidate consistently demonstrates the positive behaviour.
<b>Often</b>	The candidate demonstrates the positive behaviour for the most part, but there is room for improvement.
<b>Rarely</b>	The candidate infrequently demonstrates the positive behaviour.

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<b>Dependability</b> is demonstrated when a person fulfills commitments and consistently performs in a predictable and competent manner by making fact based decisions to achieve objectives. Dependability is demonstrated through a high level of commitment in all aspects of the job.			
Question	Based on your observations, place an X in the most appropriate box	Please provide a comment for each question. (may be used to increase or reduce marks allocated to questions)	
Does the candidate complete their work on time?	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Rarely	We marked assignments together and he always finished marking his on time, even when he had up to 500 to do	
Does the candidate complete their work with minimal supervision?	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Rarely	Very little supervision needed	
Does the candidate deliver quality work (work that meets the required standards)?	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Rarely	Hard to judge quality of work when marking assignments but he does a good job when we assisted our professor with labs	
Is the candidate punctual?	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Rarely	Always showed up ontime/early when we had meetings	
Does the candidate have a regular and consistent attendance?	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Rarely	Andrew made it to every meeting and lab we had.	

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<b>Ability to communicate effectively orally</b> , in English or in French, is demonstrated by using a clear, concise and logical communication style to ensure messages are understood.			
Question	Based on your observations, place an X in the most appropriate box	Please provide a comment for each question. (may be used to increase or reduce marks allocated to questions)	
Does the candidate communicate orally, in English or in French, in a clear, concise and logical manner?	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Rarely	We helped our professor teach labs together and also worked office hours, he is a very good speaker and had no problems helping the students understand the content	

<b>Ability to analyze and resolve problems</b> is demonstrated by determining the cause of the problem; identifying, prioritizing, and selecting alternatives for a solution; and implementing a solution.			
Question	Based on your observations, place an X in the most appropriate box	Please provide a comment for each question. (may be used to increase or reduce marks allocated to questions)	
When faced with a problem, does the candidate identify the source of the problem by outlining the potential challenges and risks?	<input type="checkbox"/> Always <input checked="" type="checkbox"/> Often <input type="checkbox"/> Rarely	Andrew and I would often discuss problems he was having and outweigh the pros and cons.	
Does the candidate provide complete options, recommendations and solutions to implement in order to help overcome these problems?	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Rarely	Whenever Andrew would come to me with a problem he would always have a few different options to the problem ready and would just ask for my opinion on which option to use. He never needed my help coming up with options.	