



Bachelor of Education (After Degree) Confidential Assessment Form

Name of Applicant

Concordia ID Number

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The above named applicant is applying for admission to the Faculty of Education at Concordia University of Edmonton and has provided your name as a referee. Although many factors are considered in the admission selection process, Concordia relies on the information provided by those personally familiar with the applicant. We appreciate your frankness in describing the applicant's suitability for the teaching profession. The information that you provide is confidential and will not be revealed to the applicant.

Please complete and return this form before May 15. Please type or print legibly in ink.

1. a) How long have you known the applicant? _____
b) What is your relationship to the applicant?
☐ Employer/Supervisor ☐ Teacher/Professor ☐ Community/Church ☐ Other _____

2. In comparison with other individuals you have known in a similar capacity, how would you rate this applicant in the attributes below? Please check "Insufficient Knowledge" if you are not knowledgeable on any given attribute.

	Outstanding (Top 5%)	Superior (Top 15%)	Good (Top 25%)	Average (Top 50%)	Below Average (Bottom 50%)	Insufficient Knowledge
Creativity	☐	☐	☐	☐	☐	☐
Initiative/Motivation	☐	☐	☐	☐	☐	☐
Work Ethic	☐	☐	☐	☐	☐	☐
Time Management/Organizational Skills	☐	☐	☐	☐	☐	☐
Works well as a Team Member	☐	☐	☐	☐	☐	☐
Leadership Potential	☐	☐	☐	☐	☐	☐
English Proficiency: Oral Expression	☐	☐	☐	☐	☐	☐
English Proficiency: Written Expression	☐	☐	☐	☐	☐	☐
Personal Integrity/Honesty	☐	☐	☐	☐	☐	☐
Judgement/Common Sense	☐	☐	☐	☐	☐	☐
Ability to Relate to Children	☐	☐	☐	☐	☐	☐
Teaching Potential/Promise	☐	☐	☐	☐	☐	☐
Overall Rating	☐	☐	☐	☐	☐	☐

3. We welcome your comments on your ranking of the candidate in question 2. If you have ranked the candidate as “Outstanding” or “Below Average”, please explain. Feel free to share any other general comments regarding this candidate. If necessary, attach one additional sheet.

4. Is the applicant the type of individual you would want teaching your children? ☐ Yes ☐ No
Please explain:

Notes to the Referee:

After completing the *Confidential Assessment Form*, please **do one of the following**:

1. Email the completed form, as a PDF file, to **admits@concordia.ab.ca** from your professional or institutional email. To ensure confidentiality, do not include the applicant in the correspondence.
2. Place it in an envelope, **seal the envelope and sign across the sealed flap**. You can now give the form to the applicant or designate to deliver by hand. The Admissions Office cannot accept hand-delivered references that are not sealed in this manner.
3. Place it in an envelope, **seal the envelope and sign across the sealed flap**. Mail directly to the address listed below.

Return before May 15 to:

Admissions Office

Concordia University of Edmonton

7128 Ada Boulevard

Edmonton AB Canada T5B 4E4

Phone: 780-479-9220

Toll-free: 1-866-479-5200

Signature: _____

Date: _____

Name: _____

Title: _____

Institution/Company: _____

Address: _____

Phone: _____