

Indigenous Youth Internship Program Reference Form

Please send completed reference forms to Amber Frost, Program Administrator:

By email IndigenousYouthInternshipProgram@gov.bc.ca

By fax 250-387-0749 *please mark as CONFIDENTIAL and include a cover sheet

By mail IYIP Program Administrator
4th Floor, 716 Courtney Street
Victoria, B.C. V8W 1C2

Supply two references (two reference forms) to be considered for the program.

1.) Applicant Information

Surname:	Given Name:
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2.) Referee Information

Name:	Title:
Indigenous Organization or Affiliation:	Phone:
Email Address:	Fax:
Address:	City/Postal Code:
Signature:	Date:

3.) Professional Evaluation of Applicant (please check one rating for each skill/ability)

Skill/Ability	Outstanding	Above Average	Average	Below Average	Not observed
Oral communication skills	<input type="checkbox"/>				
Written communication skills	<input type="checkbox"/>				
Organizational skills	<input type="checkbox"/>				
Interpersonal skills	<input type="checkbox"/>				
Problem solving skills	<input type="checkbox"/>				
Leadership skills	<input type="checkbox"/>				
Knowledge of Indigenous history/current issues	<input type="checkbox"/>				
Ability to carry out responsibility	<input type="checkbox"/>				

Date: April 5, 2023

Skill/Ability	Outstanding	Above Average	Average	Below Average	Not observed
Ability to take initiative	<input type="checkbox"/>				
Research Ability	<input type="checkbox"/>				
Level of commitment to projects	<input type="checkbox"/>				
Enthusiasm/interest for learning	<input type="checkbox"/>				

4.) Comments on Applicant (please attach a separate page if necessary)

1. Please describe your relationship with the applicant and how long you have known the applicant. (250 words max)
2. Please provide an example of the work or initiative the applicant has undertaken that has been of benefit to your Indigenous organization or community. (250 words max)
3. What are the applicant's strengths that would make them a good candidate for this internship program? (250 words max)
4. Has the candidate demonstrated leadership potential? Can you provide an example? (250 words max)
5. Are there any areas of learning, improvement, or development that you think a program such as this would strengthen or address for the applicant? (250 words max)
6. Overall, why do you think this applicant is well-suited for the Indigenous Youth Internship Program? (250 words max)
7. Are there any other comments you would like to share about the applicant regarding their work, education, background, activities, or leadership potential? (250 words max)

Thank you very much for submitting this initial reference for your youth; it is a key piece in the screening process. Please note - A formal reference call occurs when they make it through the screening and interview stage.