

Reference Form

This form must be completed by both the applicant (first) and the referee (second) prior to submission.

It is required that the referee submit this form directly to transects@usask.ca after completion by **November 1, 2026**.

Section 1 is to be completed by the applicant prior to sending it to the referee:

1. Application Information

Name of applicant:

University name:

Program name:

This program is:

- ☐ A taught program (coursework only)
- ☐ A professional program (coursework and project)
- ☐ A thesis program, with coursework
- ☐ A thesis program, without coursework
- ☐ Other, please specify

I understand that I do not have access to the reference form after it is completed by the referee, and it will remain confidential between the referee and the selection committee.

Applicant:

Date: Signature: _____

Sections 2-4 are to be completed by the referee after the student has completed the above section:

2. Referee Information

Name of referee:

Title:

Institutional affiliation:

Relationship to applicant:

Work email:

3. Knowledge of the applicant

How well do you know this applicant?

- ☐ Very well
- ☐ Well
- ☐ Somewhat

In what capacity do you know this applicant?

- ☐ Student who took one or more classes from me
- ☐ Academic advisee
- ☐ Employee
- ☐ Intern
- ☐ Other, please specify:

4. Assessment of the applicant

a. Please rate the applicant's performance in the following areas.

	Exceptional	Very good	Average to good	Below average	Inadequate opportunity to observe (Please select this option if you do not know the applicant well enough to provide an adequate assessment)	Please provide a comment on your choice
Motivation and initiative	☐	☐	☐	☐	☐	
Critical and reflexive thinking	☐	☐	☐	☐	☐	
Perseverance and adaptability	☐	☐	☐	☐	☐	
Teamwork and collaborative skills	☐	☐	☐	☐	☐	
Intercultural readiness	☐	☐	☐	☐	☐	

b. What phrase describes the overall perception of this applicant?

	... exceptional; I recommend him/her they/them /their enthusiastically	...above average; I recommend him/her they/them /their with confidence	...average; I recommend him/her they/them /their	...still developing professionally and academically; I recommend him/her they/them /their with reservation	...unprepared to participate in TRANSECTS; I do not recommend him/her they/them /their
This candidate is...	☐	☐	☐	☐	☐

c. Please comment on your overall perception of this applicant (maximum 500 words).

In the box below, please explain in what capacity you have known the applicant and for what time period. Please then explain why you rated the candidate as you did in Section 4a and 4b, including student experiences and accomplishments that demonstrate **motivation and initiative, critical and reflexive thinking, perseverance and adaptability, teamwork and collaborative skills, and interdisciplinary and intercultural readiness**.

Referees are asked to follow the best practices outlined below:

- Be accurate, fair, clear and balanced.
- Avoid being unduly personal.
- Support your points with evidence and by providing specific examples of accomplishments where possible.
- Avoid sharing personal information about the applicant and include only information that is relevant to the criteria above.

Referee:

Date:

Signature: _____