



Certified  
Technology  
Professionals

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## Professional Reference Questionnaire

### C O N F I D E N T I A L

Date: \_\_\_\_\_

Reference: \_\_\_\_\_

Applicant: \_\_\_\_\_

The above person has applied for certification with our association and has provided your name as a reference to help the Certification Board assess his/her eligibility for membership.

Founded in 1967 as the Society of Certified Engineering Technicians and Technologists on Nova Scotia, **TechNova** is a not-for-profit, self-governing professional association dedicated to maintaining high standards of practice in the areas of applied engineering and science. We utilize established and nationally recognized standards of academic achievement and work experience as the basis for an individual to be granted the professional designation **CET** (Certified Engineering Technologist), **C.Tech** (Certified Engineering Technician) or **AScT** (Applied Science Technologist).

This *Professional Reference Questionnaire* is an information source for the Certification Board. It is an important tool in the assessment of the applicant's experience and his/her character. Please be assured that the information you provide will be treated in strict confidence and will not be shared with anyone outside the association.

For the application to proceed without undue delay, it would be greatly appreciated if you could complete this form at your earliest convenience and fax it to us at **(902) 465-7567**.

Thank you for your co-operation in this matter.

Sincerely,

Joe Simms, CET  
Registrar

To assist the Certification Board in determining the applicant's eligibility, please answer the following questions and provide specific examples or explanations where relevant. Your time and effort are greatly appreciated.

1. **What is (was) your working relationship with the applicant and how long have you worked with this person?**

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2. **Please indicate the applicant's position title(s) and about how long he/she held the position(s).**

	From (D/M/Y)	To (D/M/Y)
Position Title: _____	_____	_____
Position Title: _____	_____	_____
Position Title: _____	_____	_____

3. **Position of Responsibilities:** Summarize the technical level of the applicant's specific job responsibilities; please give the approximate dates when these responsibilities were carried out.

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4. **Creativity:** Does the applicant demonstrate creativity in his/her proposed solutions?

Exceeds expectations  Meets expectations  Below expectations  Unacceptable

Please explain:

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5. **Initiative:** Does the applicant accept new challenges willingly and with enthusiasm?

Exceeds expectations  Meets expectations  Below expectations  Unacceptable

Please explain:

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**6. Technical Competence:** Is the applicant able to (a) to reach acceptable solutions relatively quickly (b) reach the right balance between theory and practical applications?

Exceeds expectations  Meets expectations  Below expectations  Unacceptable

Please explain:

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**7. Communication Skills:** Are the applicant's communication skills sufficiently developed?

Written				Oral			
Exceeds expectations	<input type="radio"/>	Meets expectations	<input type="radio"/>	Exceeds expectations	<input type="radio"/>	Meets expectations	<input type="radio"/>
Below expectations	<input type="radio"/>	Unacceptable	<input type="radio"/>	Below expectations	<input type="radio"/>	Unacceptable	<input type="radio"/>

**8. Judgment & Dependability:** Do the applicant's proposed solutions exhibit that he/she has carefully considered the project objectives and reviewed alternative courses of action and can be relied on to carry out an assignment to its completion?

Exceeds expectations  Meets expectations  Below expectations  Unacceptable

Please explain:

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**9. Administrative Duties/Supervisory Abilities:** Please state the applicant's administrative duties, if any, such as budgetary; supervisory, leadership, planning, staff evaluation, etc.

Exceeds expectations  Meets expectations  Below expectations  Unacceptable

Please explain:

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