Institute of Translation & Interpreting

ITI Associateship – Referee's Questionnaire
Professional Reference

PLEASE USE BLOCK CAPITALS and return ORIGINAL of completed form to ITI at the address below.

Candidate's name: _____

_____

Referee's name: _____

_____

Referee's address: _____

_____

_____

Telephone no: _____

Email: _____

1. How long have you known the candidate?

_____

2. In what capacity do you know the candidate?

- ☐ Line manager
- ☐ HR manager
- ☐ Client
- ☐ University tutor (recent graduates only)

3. Can you please rate the applicant on the following? (1 being poor, 5 being excellent)

Honesty	1	2	3	4	5
Integrity	1	2	3	4	5
Punctuality	1	2	3	4	5
Reliability	1	2	3	4	5
Initiative	1	2	3	4	5
Presentation Skills	1	2	3	4	5
Linguistic Skills	1	2	3	4	5

4. Do you support the candidate's application for associateship of ITI?

YES NO

5. Are you aware of any factual information in the candidate's professional past, which would preclude membership of ITI?

_____

_____

_____

Note: Professional references will NOT be accepted from:

- a close family member, partner or spouse
- a work colleague
- your character referee
- anyone who has known you for less than 1 year

Signature: _____ Date: _____

STRICTLY CONFIDENTIAL

ITI Reference 029 (02/10)

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