



**VICTORIA GENERAL HOSPITAL
VOLUNTEER RESOURCES DEPARTMENT**

Re: Application for Volunteer Program

REFERENCE LETTER QUESTIONNAIRE

VOLUNTEER NAME: _____ **PHONE #:** _____

Please answer the questions regarding this prospective volunteer's personality, character and qualities for volunteering at Victoria General Hospital, an Acute Care Facility. Considering that some volunteer positions require certain social, physical, and emotional attributes, all information you share helps us find the right volunteer placement for this person.

QUALITY	WEAK	STRONG	EXCEPTIONAL
1. Reliability, commitment			
2. Integrity			
3. Ability to communicate and be understood			
4. Interpersonal skills, working with others			
5. Conflict resolution skills			
6. Respectful/considerate of others			
7. Overall personality/character			

PLEASE ANSWER THE FOLLOWING	YES	NO	COMMENTS
1. Is the applicant a suitable candidate?			
2. Does the applicant require supervision?			
3. Do you feel the applicant's other commitments may interfere with their commitment to volunteering?			

Any further comments:

Your reference is important and appreciated. Thank you.

POSITION OR RELATIONSHIP TO APPLICANT _____

SIGNATURE _____ **PRINT NAME** _____

DATE: _____ **PHONE OR E-MAIL:** _____

If you wish to speak to Volunteer Resources, please contact:
Petra Slaughter, Coordinator of Volunteer Resources VGH, VIHA
Phone: (250) 727-4134 E-mail: petra.slaughter@viha.ca
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