



PSYCHOLOGUES CONSULTANTS Y2
Y2 CONSULTING PSYCHOLOGISTS

REFERENCES CHECK

Competition Code:	90309
Candidate Name:	Sample Candidate
Date of Reference Check:	2000-10-10
Referee Name:	Sample Referee
Referee Title:	M.
Referee Category:	Supervisor

PROTECTED DOCUMENT

PSYCHOLOGUES CONSULTANTS Y2
 Au service des individus et des organisations



Y2 CONSULTING PSYCHOLOGISTS
 At the Service of Individuals & Organizations

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ABOUT THIS REPORT

This report provides the referee's answers to the questions contained in the reference check questionnaire. More precisely, the referee evaluated the candidate on the following competencies:

- Analysis
- Engagement
- Action Management

It is important to carefully examine the examples and comments provided by the referee in evaluating the candidate.

For each competency selected, a numeric rating represents the assessment made by the referee according to the rating scale below:

Rating	Description
(0)	Not witnessed/no knowledge of candidate demonstrating this behaviour(s)
(1)	Does not demonstrate behaviour(s) to a satisfactory degree
(2)	Demonstrates behaviour(s) to a moderate degree
(3)	Demonstrates behaviour(s) to a considerable degree

A summary table of the numeric ratings, for competencies included at the end of the report.

To make a clear choice and to increase your chances of selecting a candidate who has the competencies required in the position, it is important to examine the assessments completed by all referees for the same candidate before taking a final decision.

Y2 Consulting Psychologists does not modify any of the answers provided by the referees.

PRELIMINARY QUESTIONS

1. Please describe your working relationship with this candidate (superior, peer, employee) and the organizational context in which you worked together.

This candidate has been a direct report for the last two years.

In addition, he had worked for me briefly at another government department.

2. From your perspective, what are this individual's **three** most significant strengths?

His interpersonal skills

His ability to get things done

His creativity

Sample

EVALUATION OF COMPETENCIES

ANALYSIS

Analysis is defined as:

- › Frames division direction with a thorough understanding of the directorate's priorities.
- › Analyzes setbacks and seeks honest feedback to learn from mistakes .

Rating assigned by the referee for this competency:

2.5: Demonstrates behaviour(s) to a considerable degree

Frames division direction with a thorough understanding of the directorate's priorities.

Comments/examples provided by the referee for this behaviour:

At times when this candidate presents a plan to me, I can see clearly that he has taken into consideration the directorate's priorities in establishing the steps that he proposes his unit follows in dealing with urgencies (for example).

Rating assigned by the referee for this behaviour:

3: Demonstrates behaviour(s) to a considerable degree

Analyzes setbacks and seeks honest feedback to learn from mistakes .

Comments/examples provided by the referee for this behaviour:

He usually, although not always, gathers his toops to conduct post-mortems on various major projects and activities that his unit undertakes. He encourages honest feedback from his staff on these occasions.

Rating assigned by the referee for this behaviour:

2: Demonstrates behaviour(s) to a moderate degree

EVALUATION OF COMPETENCIES

ENGAGEMENT

Engagement is defined as:

- › Shares information vertically and horizontally.
- › Promotes and funds team building.

Rating assigned by the referee for this competency:

1.5: Demonstrates behaviour(s) to a moderate degree

Shares information vertically and horizontally.

Comments/examples provided by the referee for this behaviour:

This is an area of weakness, perhaps because he and his unit are extremely busy. Often he has to be reminded to hold regular staff meetings in which key updates are explained to staff and in which important information is shared. He does not always provide the feedback from his staff to more senior management, as some of his colleagues do.

Rating assigned by the referee for this behaviour:

1: Does not demonstrate behaviour(s) to a satisfactory degree

Promotes and funds team building.

Comments/examples provided by the referee for this behaviour:

This candidate is very good at selecting very good people -- to work in his unit -- ensures that they have the required experience/skills and that they are best fits for his team, so in that sense he is a good team builder.

Rating assigned by the referee for this behaviour:

2: Demonstrates behaviour(s) to a moderate degree

EVALUATION OF COMPETENCIES

ACTION MANAGEMENT

Action Management is defined as:

- › Guides division projects and resources to avoid obstacles.
- › Manages own and others' work-life balance.

Rating assigned by the referee for this competency:

2.5: Demonstrates behaviour(s) to a considerable degree

Guides division projects and resources to avoid obstacles.

Comments/examples provided by the referee for this behaviour:

This is someone who gets things done -- no question. He ensures that products are of high quality and - for the most part - delivers on time. He is good at anticipating obstacles in his unit's work, and in avoiding them whenever possible.

Rating assigned by the referee for this behaviour:

3: Demonstrates behaviour(s) to a considerable degree

Manages own and others' work-life balance.

Comments/examples provided by the referee for this behaviour:

This candidate works hard at ensuring a good work-life balance for his staff. Overhead is required on occasion but not unnecessarily.

However, he works far too hard. His devotion to duty is admirable but this is an area in which he must do some work in order to strike the right balance for himself.

Rating assigned by the referee for this behaviour:

2: Demonstrates behaviour(s) to a moderate degree

ADDITIONAL QUESTIONS

1. What are the **two** areas of development from which the candidate would benefit most?

Managing larger groups of people

Financial administration

2. Are you aware of any reasons that this individual **should not** be hired for this position at this point in time?

No.

Sample

SUMMARY

This summary table includes the assessments provided by the referee for the selected competencies.

Competency	Rating	Description
Analysis		
Frames division direction with a thorough understanding of the directorate's priorities.	3	Demonstrates behaviour(s) to a considerable degree
Analyzes setbacks and seeks honest feedback to learn from mistakes .	2	Demonstrates behaviour(s) to a moderate degree
Engagement		
Shares information vertically and horizontally.	1	Does not demonstrate behaviour(s) to a satisfactory degree
Promotes and funds team build	2	Demonstrates behaviour(s) to a moderate degree
Action Management		
Guides division projects and resources to avoid obstacles.	3	Demonstrates behaviour(s) to a considerable degree
Manages own and others' work-life balance.	2	Demonstrates behaviour(s) to a moderate degree

COMMENTS

I believe that this candidate is ready to make a move to a higher level. He is a proven team leader, a strategic and innovative thinker, and an individual who gets things done.

Sample