**Reference Letter**

*Recommended Format, For External Applicants Only*

Your referee should mention in what capacity and for how long they have known you, the potential employee, as well as highlighting your particular skills, abilities, and talents. The letter should also include their contact information so that Toronto Metropolitan University can easily follow up to ask more questions, if necessary.

***We suggest that the following points are included in a reference letter:***

**Relations:**

* Can you tell me about how long you have known the candidate for and in what capacity?
* In what areas would the candidate require development and/or support to be successful?
* Is there anything you would like to share with us about the candidate?

**Education Specification:**

* Toronto Metropolitan University is one of Canada’s leading universities for innovation. Please comment on the candidate’s innovative teaching approaches or initiatives.
* Tell me about the candidate’s contribution to their own professional associations and participation at conferences.
* How would you describe the candidate’s overall performance in their studies/academic career to date?
* Please comment on what the candidate has done to maintain currency in their field/profession?
* Toronto Metropolitan University is a career-focused university. What type of experience does the candidate have in clinical supervision of students?

**Interactions:**

* How well does the candidate work with colleagues, students, and administrative staff?
* Have you observed the candidate’s interaction with students inside and outside the classroom? If so, please tell me about how they interact with students and about their teaching style. If their interaction has been limited with students, can you please tell us about their potential in this area?
* Our student population at Toronto Metropolitan University is extremely diverse. Tell me about the candidate’s experience in interacting/teaching with a diverse student population?

**Achievements:**

* Can you please give me concrete examples, from your perspective, about the candidate’s achievements and major contributions to their area of teaching and/or community and/or professional field or discipline?

**Position Specific:**

* When the candidate told you about this position and their experience visiting our campus, what were your thoughts about the fit for them in this role?