**Preface:**

The information requested from the Referee below simply asks for his / her personal opinion of the Applicant and in no way makes any formal assessment or guarantees of the Applicants abilities or capabilities. The information provided by the Referee will be made available ONLY to GPC Management and GPC Capability Assessors with the exception of Items 2.7.3 and 2.7.4 below which will be made visible to other GPC Members via the GPC Website. Any queries with respect to this Reference are to be sent directly to [Admin@GuildofProjectControls.com](mailto:Admin@GuildofProjectControls.com)

**Instructions to Applicant and Referee:**

* **Step 1** APPLICANT fills in Part 1 then APPLICANT passes document to REFEREE
* **Step 2** REFEREE fills in Part 2 then passes document back to APPLICANT or to GUILD using the above email address.
* **Step 3** APPLICANT includes PDF file as part of his / her Online GPC Experience Profile and makes ONLY Items 2.7.3 and 2.7.4 above visible to other GPC Members on the GPC Website.

**Part 1.0 – To be completed by the Applicant:**

**Part 1.1 – Applicable if Applying for Non-Certified Member**

|  |  |  |
| --- | --- | --- |
| 1 | **Applicants Full Name:** |  |
|  | **The above named applicant is applying for Non-Certified Guild Membership** | **Membership Type** |
| Non-Certified Guild Member |

**Part 1.2 – Applicable if Applying for a Specific Guild Certification**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **Applicants Full Name:** |  | |
|  | **The above named applicant is applying for the following credential from the Guild of Project Controls.**  [**http://www.planningplanet.com/guild/careerpath**](http://www.planningplanet.com/guild/careerpath) | **Project Controls Stream / Track** | **Capability Level** |
| Planning and Scheduling (PS) | Fellow |
| Expert |
| Advanced |
| Proficient |
| Foundation |
|  | |
| Cost Management (CM) | Fellow |
| Expert |
| Advanced |
| Proficient |
| Foundation |
|  | |
| Forensic Analysis (FA) | Fellow |
| Expert |
| Advanced |
| Proficient |
| Foundation |

**Part 2.0 – To be completed by the Referee:**

**Part 2.1 – About the Referee:**

|  |  |  |
| --- | --- | --- |
| 1 | **Referee’s Full Name:** |  |
| 2 | **Referee’s Current Company / Employer Name and Address:** |  |
| 3 | **Referee’s Current Job Position / Role:** |  |
| 4 | **Referee’s Office / Work Telephone Number:** |  |
| 5 | **Referee’s Mobile Telephone Number:** |  |
| 6 | **Referee’s Work Email Address:** |  |
| 7 | **Referee’s Alternative Email Address:** |  |

**Part 2.2 – About the Referee’s Relationship with the Applicant:**

|  |  |  |
| --- | --- | --- |
| 1 | **The Applicant STARTED Working with / for me on / about: mm/yyyy** |  |
| 2 | **The Applicant FINISHED Working with /for me on / about: mm/yyyy** |  |
| 3 | **During this PERIOD of time, the Applicant worked approximately how many hours (including any weekends, holidays and/or overtime hours)**  **Note: Assume that 2,000 hours = ~ 1 Working Year** |  |
| 4 | **Job Title / Job Role of Applicant during the above period:** |  |
| 5 | **REFERENCE TYPE**  **Relationship of Referee to Applicant:**  **I am / was the Applicants:** | **Client or Customer**  **Direct Supervisor (i.e. Boss, Superior)**  **Peer (i.e. Working Colleague)**  **Direct Report (i.e. Subordinate)** |

**Part 2.3 – The Referee’s Assessment of the Applicant with respect to KNOWLEDGE**

*Refer Figure 1 below for an explanation of the “ABILITY TO USE THE KNOWLEDGE” skill evaluations*

|  | **KNOWLEDGE** | | |
| --- | --- | --- | --- |
|  | **The KNOWLEDGE**  **DIMENSION** | **The Applicant DEMONSTRATES A MASTERY of the following:** | **Which of the following best describes the Applicants ABILITY TO USE THE KNOWLEDGE?**  **(i.e. lower or higher order thinking skills)** |
| 1 | **FACTUAL Knowledge**  **(i.e. formulas, terminology, data)** | Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree | **Remembers** key facts or data  **Understands** key facts or data  **Applies** facts or data appropriately  **Analyzes** the facts or data  **Evaluates** other peoples facts or data  **Creates / Offers** new facts or data |
| 2 | **CONCEPTUAL Knowledge**  **(i.e. background history, theories, philosophies, appropriate uses of tools or techniques)** | Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree | **Remembers** concepts  **Understands** concepts  **Applies** concepts correctly  **Analyzes** concepts used by others  **Evaluates** existing concepts  **Creates / Offers** new concepts |
| 3 | **PROCEDURAL Knowledge**  **(i.e. standard operating procedures, company or organizational rules or policies)** | Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree | **Remembers** procedures  **Understands** procedures  **Applies** procedures correctly  **Analyzes** procedures used by others  **Evaluates** existing procedures  **Creates / Offers** new procedures |
| 4 | **Metacognitive or “CRITICAL THINKING” Knowledge**  **(i.e. the ability to be innovative or imaginative and being able to “think outside the box”** | Strongly Agree  Agree  Neutral  Disagree  Strongly Disagree | **Remembers** to think critically  **Understands** how to think critically  **Applies** critical thinking correctly  **Analyzes** innovations done by others  **Evaluates** existing innovations  **Creates / Offers** new innovations. |
| 5 | **Additional Comments on the KNOWLEDGE of the Applicant or how he / she uses that knowledge** |  | |

|  |  |  |
| --- | --- | --- |
| **LOWER Order Thinking Skills**  **HIGHER Order Thinking Skills** | **Remembers** | To retrieve relevant knowledge from long-term memory. |
| **Understands** | To be able to construct meaning from instructional messages, including oral, written and graphic communications. |
| **Applies** | To be able to carry out or use a procedure in a given situation. |
| **Analyzes** | To be able to break material into parts and determine how the parts relate and fit into an overall structure or purpose. |
| **Evaluates** | To be able to make judgments based on criteria or standards. |
| **Creates / Offers** | To be able to put elements together to form a functional whole; such as to design a new workflow / procedure or method. |

**Figure 1 –Explanation of Part 2.3 above**

**Part 2.4 – The Referee’s Assessment of the Applicant with respect to PRODUCTIVITY**

|  | **PRODUCTIVITY** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | **Applicant is / was enthusiastic about the work assignments** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 2 | **Applicant consistently meets / met deadlines** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 3 | **Applicant is / was rarely absent or tardy** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 4 | **Applicant is / was able to handle multiple assignments simultaneously** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 5 | **Applicant is / was consistent in keeping within budgets (time and / or money)** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 6 | **Applicant’s quality of work consistently meets or exceeds / exceeded requirements** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 7 | **Other Comments on PRODUCTIVITY** |  | | | | |

**Part 2.5 – The Referee’s Assessment of the Applicant with respect to TEAMWORK**

|  | **TEAMWORK** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| 21 | **Applicant is / was able to function effectively within a team** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 22 | **Applicant contributes / contributed his / her fair share to the team’s responsibilities** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 23 | **Applicant accepts /accepted constructive criticism and utilized it to improve** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 24 | **Applicant is / was willing to share knowledge and other resources** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 25 | **Applicant is / was respectful OF other team members** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 26 | **Applicant is / was respected BY other team members** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 27 | **Other Comments on TEAM MEMBERSHIP** |  | | | | |

**Part 2.6 – The Referee’s Assessment of the Applicant with respect to LEADERSHIP**

|  | **LEADERSHIP** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| 28 | **Applicant assumes / assumed responsibility for the results of his / her actions** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 29 | **Applicant works / worked effectively with little or no direct supervision** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 30 | **Applicant can / could function under a high stress environment** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 31 | **Applicant is was / capable of consistently producing work results through others** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 32 | **Applicant motivates / motivated and develops others within a team** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 33 | **Applicant is / was capable of resolving conflicts within a team** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 34 | **Applicant is / was capable of negotiating effectively** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 35 | **Applicant is / was capable of “making things happen” even if he / she may not have formal authority over other team members** | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 36 | **Other Comments on LEADERSHIP** |  | | | | |

**Part 2.7 – The Referee’s Assessment with respect to OVERALL PERFORMANCE**

|  | **PERFORMANCE** | | |
| --- | --- | --- | --- |
| 1 | **I believe that the Applicant named in this document is likely to be suitably qualified to undertake the examination and assessment process and to be considered for the credential identified above**  **(NOTE – Applicable only if Applicant is applying for Certified Membership in Section 1 above)** | **Yes, I agree** | **No, I disagree** |
| 2 | **Other Comments on whether the Applicant is or is not qualified**  **(NOTE – Applicable only if Applicant is applying for Certified Membership in Section 1 above)** |  | |
| 3 | **PUBLIC Reference Title:**  **The text provided here will identify who is making the reference and is required to be in the format:**  **"John Smith, Project Controls Manager"**  **This title will be visible to GPC Members alongside your Public Reference Quote** |  | |
| 4 | **PUBLIC Reference Quote:**  **Referee’s Summary Statement to reflect Applicant in terms of KNOWLEDGE, PRODUCTIVITY, TEAMWORK and LEADERSHIP :**  **(Only the first 400 characters can be used)**  **This quote will be visible to GPC Members alongside your Public Reference Title** |  | |

**Part 2.8 – The Referee’s Acknowledgements**

|  | **ACKNOWLEDGEMENT** | |
| --- | --- | --- |
| 1 | **Referee’s Acknowledgement:** | **I hereby agree for my above referenced personal / contact information to be made available to the Guild of Project Controls Management and the Applicant and accept that I may be contacted for verification purposed or for Guild Assessors to request clarifications as maybe necessary.**  **I further acknowledge that the information given above forms my own personal opinion of the Applicant and can in no way be construed as being that of my current or previous employers and in no way makes any assurances or guarantees of the Applicants actual abilities, performance or capabilities.**    **I hereby agree and give my permission for Items 2.7.3 and 2.7.4 above to be made visible to other GPC Members on the GPC Website.** |
| 2 | **Signature of Referee: Type full name to signify ‘electronic signature’** |  |
| 3 | **Date:** |  |