

**REFERENCE REPLY FORM**

*The College of Labor and Employment Lawyers reviews the qualifications of Candidates who seek election as a Fellow. The Candidate has specifically identified you as a Reference who possesses sufficient knowledge about his/her qualifications for election to Fellowship in the College. The information that you are being requested to supply below will significantly aid in the election process.*

*Please disregard any questions that do not apply to the Candidate.*

**Name of Candidate:**

**IDENTIFICATION OF PERSON PROVIDING THIS REFERENCE**

**Your Name:**

**Firm or Employer:**

**Address:**

**Telephone Number:**

**Email Address:**

**Your Discipline:** *Employee*   
*Neutral*

*Union*   
*Govt. Official*

*Management*   
*Law Professor*

**Or are you a non-attorney client?** *Yes*  *No*

**CONTACT WITH CANDIDATE**

**How long have you known the Candidate?** \_\_\_\_\_

**What is the nature of your experience with the Candidate and the basis of your familiarity with the Candidate's qualifications (e.g. adversary, co-counsel, bar association)?**

**Are you aware of any bar, court or administrative agency disciplinary action, or any grievance against the Candidate?**

**Yes**

**No**

**If "Yes", describe:**

**CANDIDATE QUALIFICATION RATINGS**

Please carefully review and respond to each of the following questions with detailed comments. In addition, please provide an overall numerical rating for each category of qualifications by circling the most appropriate answer in the provided scale, where:

- 5 means that the Candidate exhibits **Exceptional** attributes in all aspects of the particular area listed;
- 4 means that the Candidate is **Highly Qualified** and regularly exceeds expectations regarding the particular area listed;
- 3 means that the Candidate is **Well Qualified**, meeting and, at times, exceeding expectations regarding the particular area listed;
- 2 means that the Candidate is **Qualified**, meeting expectations regarding the particular area listed; and
- 1 means that the Candidate **does not possess the Qualifications** expected in all aspects of the particular area listed.

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**PLEASE PROVIDE THE REQUESTED DETAILED COMMENT  
 FOR EACH OF THE CATEGORIES TO  
 PROVIDE BETTER INSIGHT INTO THE BASIS OF YOUR RATING.**

*Many candidates serve in more than one capacity.  
 Please complete all sections that pertain to the candidate's work.*  
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<b>PROFESSIONAL QUALIFICATIONS</b>
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1. What is the extent of the Candidate's substantive knowledge of labor and/or employment law?

**\*COMMENT:**

2. To what extent has the Candidate engaged in scholarly writings (such as law journal articles) and other legal writings (including CLE presentation materials and papers, and articles in bar journals, trade magazines and newspapers), teaching or speaking, and what is the quality of the Candidate's work product?

**\*COMMENT:**

3. To what extent has the Candidate had a positive impact on the development of the law through litigation or policy advocacy?

**\*COMMENT:**

- 4. Do you have any knowledge of whether the Candidate exhibits sustained and exceptionally high professional services to students, clients and parties? If so, describe the extent to which the Candidate provides such services.

**\*COMMENT:**

**OVERALL RATING FOR PROFESSIONAL QUALIFICATIONS**

Highest					Lowest	
5	4	3	2	1		Insufficient Knowledge

**ETHICAL STANDARDS**

- 5. What has been your experience as to the extent to which the Candidate adheres to the highest ethical standards in his or her daily professional activities?

**\*COMMENT:**

- 6. What has been your experience as to the extent to which the Candidate is a professional who can be trusted to honor his or her agreements and commitments?

**\*COMMENT:**

- 7. What has been your experience as to the extent to which the Candidate displays civility and professionalism in all aspects of his/her professional activities?

**\*COMMENT:**

- 8. What has been your experience as to the extent to which the Candidate demonstrates respect in his/her dealings with the bench and the bar, other dispute resolvers, and court and arbitration forum personnel?

**\*COMMENT:**

**LEADERSHIP FOR GREATER PURPOSE**

9. If the Candidate is an advocate, do you have any knowledge of whether the Candidate properly advises clients based on reasonable and good-faith interpretations of the law? If so, describe the extent to which the Candidate does provide such advice.

**\*COMMENT:**

10. If the Candidate is an advocate, do you have any knowledge of whether the Candidate represents clients with integrity and truthfulness in dealing with government agencies, courts, other tribunals, and with other advocates and parties?

**\*COMMENT:**

11. If the Candidate is an advocate, do you have any knowledge as to whether the Candidate has presented positions that are not advanced in good faith or in an intellectually honest manner, such as misrepresenting record evidence or applicable precedents? If so, provide examples.

**\*COMMENT:**

**OVERALL RATING FOR ETHICAL STANDARDS**

Highest					Lowest	
5	4	3	2	1	<b>Insufficient Knowledge</b>	

**STANDING IN THE PROFESSION AND/OR COMMUNITY**

12. What has been your experience as to the extent to which the Candidate stands out as a model of professionalism and a person whose professional actions and demeanor should be emulated?

**\*COMMENT:**

13. What has been your experience as to the extent to which the Candidate demonstrates qualities of leadership in the legal community and/or the general community in which he/she practices, serves in an appointed government position, or acts as a neutral or academician?

**\*COMMENT:**

14. What has been your experience as to the extent to which the Candidate has earned and retained the respect of judges or other dispute resolvers, adversaries, and the community in which he/she practices or serves in an appointed government position, or acts as a neutral or academician?

**\*COMMENT:**

15. To what extent does the Candidate actively participate in the labor and employment bar or other relevant activities and contribute to the advancement of the law and the legal profession?

**\*COMMENT:**

16. To what extent does the Candidate, without expectation of compensation, demonstrate collegiality by mentoring new lawyers, assisting a colleague seeking substantive advice, or other related activities?

**\*COMMENT:**

**OVERALL RATING FOR STANDING IN THE COMMUNITY**

Highest					Lowest	
5	4	3	2	1	Insufficient Knowledge	

**FOR ADVOCATES (INCLUDING ADVERSARIES, IN-HOUSE AND OUTSIDE COUNSEL): LITIGATION AND ARBITRATION PRACTICE STANDARDS**

*Designate if Not Applicable*

17. What has been your experience as to the extent to which the Candidate seeks and agrees to reasonable accommodations at all stages of any negotiation or proceeding?

**\*COMMENT:**

18. What has been your experience as to the extent to which the Candidate engages in, or permits others to engage in, unreasonable or excessive discovery practices?

**\*COMMENT:**

19. What has been your experience as to the extent to which the Candidate demonstrates an interest in, and actively pursues or proposes, early resolution at the appropriate stage of any arbitration, agency, or court proceeding?

**\*COMMENT:**

**OVERALL RATING FOR LITIGATION AND ARBITRATION PRACTICE STANDARDS**

Highest					Lowest	
5	4	3	2	1		Insufficient Knowledge

**FOR IN-HOUSE COUNSEL: COUNSELLING PRACTICE STANDARDS**

*Designate if Not Applicable*

20. What has been your experience as to the extent to which the Candidate provides sound, practical and solutions-based legal advice?

**\*COMMENT:**

21. What has been your experience as to the extent to which the Candidate demonstrates an interest in, and actively pursues or proposes, early resolution at the appropriate stage of any dispute at the pre-litigation or arbitration stage?

**\*COMMENT:**

**OVERALL RATING FOR IN-HOUSE COUNSEL: COUNSELLING PRACTICE STANDARDS**

Highest					Lowest	
5	4	3	2	1		Insufficient Knowledge

## SERVICE AS A NEUTRAL, IF APPLICABLE

*(Respond Only If the Candidate Is a Government Official, Mediator, or Arbitrator)*

*Designate if Not Applicable*

22. Are the Candidate's decisions and/or fact-finding recommendations well-reasoned and responsive to all issues raised by the parties in the proceedings?

**\*COMMENT:**

23. Do the decisions of the Candidate reflect a good-faith understanding and interpretation of the facts and the law?

**\*COMMENT:**

24. Do you have any knowledge of whether the Candidate acts with integrity and truthfulness in dealing with the bar and the public?

**\*COMMENT:**

25. What has been your experience as to the extent to which the Candidate effectively manages or responds to parties' inquiries, negotiations, discovery, motion practice, hearings, other court proceedings, and dispute resolution proceedings?

**\*COMMENT:**

26. What has been your experience as to the extent to which the Candidate acts in such a way as to facilitate the parties' resolution of disputes?

**\*COMMENT:**

### OVERALL RATING FOR SERVICE AS A NEUTRAL

Highest					Lowest	
5	4	3	2	1	Insufficient Knowledge	

## SERVICE AS A LAW PROFESSOR, IF APPLICABLE

*(Respond Only If the Candidate Is a Full time Professor)*

**Designate if Not Applicable**

27. Does the candidate through writing, talks and public advising and consulting contribute to the critical analysis and progress of labor and employment law?

**\*COMMENT:**

28. Does the candidate's scholarship demonstrate honest and respectful analysis of others' legal ideas?

**\*COMMENT:**

29. Does the candidate provide mentorship and professional guidance to students, graduates, and more junior colleagues?

**\*COMMENT:**

30. Does the Candidate's teachings and writings present reasonable interpretations of the law.

**\*COMMENT:**

### OVERALL RATING FOR SERVICE AS A LAW PROFESSOR

Highest					Lowest	
5	4	3	2	1	<b>Insufficient Knowledge</b>	



**ADDITIONAL COMMENTS**

Please provide any additional comments and/or a short statement of why you would or would not recommend this Candidate for the honor of being elected as a Fellow of the College of Labor and Employment Lawyers that has not been included in the comments you have supplied above. Are you aware of any issues regarding the Candidate’s background or expertise that the College should explore further?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Date