REFEREE’S REPORT

*This is a confidential reference supplied as evaluative material. This information is not to be released to this candidate (Section 29(1)(b) 1993) of The Privacy Act).*

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| **Candidate :** | **Referee:** |
| Context |
| 1. How long have you known the candidate?
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| 1. What was your working relationship with him/her?
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| 1. Over what period of time did this occur?
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| 1. What were his/her responsibilities?
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| **Past Performance** |
| 1. How would you describe his/her technical competence?
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| 1. How would you describe the candidate’s attitude towards his/her job?
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| 1. What were his/her major achievements in this role?
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| 1. What were his/her significant failures in this role?
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| 1. How would you assess his/her overall performance?
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| Personal Competence  |
| 1. What examples can you give of when the candidate has demonstrated this competency? *(Give a brief description of the competencies you wish to check out)*
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| 1. What were his/her major strengths? Can you give me an example of his/her behaviour that demonstrated this?
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| 1. How would you describe his/her relationships with others? Can you give me examples of these relationships?
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| 1. On the other side of the coin, what were his/her limitations? Can you give me an example of how you became aware of this and what impact it had in the workplace?
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| 1. What areas for development have you observed?
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|  **Conclusion** |
| 1. Why are they leaving this role/left the role?
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| 1. Would you re-employ him/her? Why?
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| 1. How would you describe the candidate’s ability to perform in this prospective role?
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| 1. Are you aware of any personal problems that might interfere with job performance?
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| 1. Is there anything else you wish to add about this candidate?
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**signature: date:**