# Referee Report Form (Verbal or Written)

Information on this form is collected to assist the selection panel to assess an applicant’s suitability for employment with the National Health and Medical Research Council (NHMRC). Information provided will be used for recruitment and management purposes in accordance with the Australian Privacy Principles.

Please note that the applicant will have access to the completed referee report if requested.

### Instructions for Referees

1. This form should be provided electronically where possible
2. The completed form should be returned as soon as possible to the requesting officer

### Written Referee

This report contains a summary of comments provided by an applicant’s referee in support of the applicant’s ability to meet the requirements of the position.

### Verbal Referee

This form may be used by selection panels or their nominated representative (eg scribe). A copy of the report must be provided to the referee for verification and approval (this can be in an email).

### Selection Panel Member/s or their nominated representative

You do not need to seek referee comment against every capability, only those where you require additional information or want to confirm the specific claims made by applicants.

|  |  |
| --- | --- |
| Applicant’s Full Name: |  |
| Vacancy applied for (position no): |  |

|  |  |
| --- | --- |
| Referee Name: |  |
| Job Title: |  |
| Agency/Organisation: |  |
| Phone No: |  |
| Email: |  |
| Working relationship to applicant: |  |
| Length of working relationship: |  |

|  |
| --- |
| **Shapes Strategic thinking**  **Capability/criterion 1:** |
| **Rating:** |
| **Comments:** |
| **Achieves results**  **Capability/criterion 2:** |
| **Rating:** |
| **Comments:** |
| **Cultivates productive working relationships**  **Capability/criterion 3:** |
| **Rating:** |
| **Comments:** |
| **Displays personal drive and integrity**  **Capability/criterion 4:** |
| **Rating:** |
| **Comments:** |
| **Communicates and negotiates effectively**  **Capability/criterion 5:** |
| **Rating:** |
| **Comments:** |
| **Additional Comments** |
|  |

### If verbal report provided comments recorded by:

|  |  |
| --- | --- |
| **Name:** | |
| **Signature:** | **Date:** |

### Referee acknowledgement

|  |  |
| --- | --- |
| I certify that the above comments are a true and accurate record of my observations. | |
| **Name:** | |
| **Signature**: | **Date:** |

|  |  |  |
| --- | --- | --- |
| **Rating** | **Description** | **Indicators of Performance** |
| **8-10** | **Fully competent**  The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well | Would require little supervision to achieve good results, for the following reasons:   * would be reliable and responsible; * well developed (sound) job knowledge; * would be able to suggest and initiate improvements;   would be well able to deal with all of the routine and most of the complex matters relating to the position |
| **5-7** | **Competent**  The applicant possesses relevant skills, abilities and personal qualities and would be generally effective. | Would require routine supervision to perform at an acceptable level for the following reasons:  reasonable/good knowledge;   * makes few errors; * generally reliable; * would require guidance for more complex situations; * could carry responsibility but would not seek it;   could deal with all routine matters involving the position |
| **1-4** | **Requires Development**  The applicant possesses some skills, abilities and relevant personal qualities, but is limited in others.  S/he would be able to temporarily perform the duties of the position with close supervision, but would require further training and development to fully carry out the associated duties. | Would require close supervision to perform at an acceptable level for one or more of the following reasons:   * only basic/general job knowledge; * could follow directions but would require frequent checking/follow-up; * could deal with most routine matters involving the position;   inconsistency with work performance. |
| **0** | **Unsatisfactory (Below Standard)**  The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities. S/he would not be suitable to perform the duties of the position, even on a temporary basis | Would be unable to perform the duties and would require constant supervision for one or more of the following reasons:   * limited job knowledge; * makes frequent errors; * poor work output; * would have difficulty carrying responsibility or solving problems;   would have difficulty dealing with routine matters involving the position. |
| **N/A** | **Not assessed**  Where the referee was unable to comment on a particular capability; or the Selection Panel are unable to determine whether the applicant meets the requirements from the information provided. |  |

**NOTE: Referees can choose to use either the numbered ratings or just the description i.e: Fully Competent/Competent/Requires Development/Unsatisfactory or Not assessed, when rating the candidate against each capability or criteria.**