Referee comments form an integral part of the assessment process that enable a selection panel to include and assess work-related information directly from a relevant workplace source. Information from referees contributes to the assessment of an applicant’s suitability for the position and provides a written account of the applicant’s skills, knowledge and abilities for each of the job requirements.

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| **VACANCY AND APPLICANT DETAILS** |
| Applicant’s Name: |       |
| Vacancy Position Title: |       |
| Referee Name: |       | Agency/Employer:  |       |
| Referee Title: |       | Contact Number:  |       |
| Relationship to Applicant: |       |

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| **WORK RELATED FEEDBACK** |
| Do you believe the applicant has the ability to undertake this role successfully? | [ ]  Yes | [ ]  No |
| If no, can you please explain why? |       |
| Does this applicant currently perform to, or above expectations? | [ ]  Yes | [ ]  No |
| If no, can you please explain why? |       |
| Do you believe there are any aspects of this applicant’s past performance that may benefit from further development, support or training? | [ ]  Yes | [ ]  No |
| If yes, which areas? |       |
| Can this applicant build and maintain effective workplace relationships? | [ ]  Yes | [ ]  No |
| If no, can you please explain why? |       |
| Would you re-employ this applicant? | [ ]  Yes | [ ]  No |
| If no, can you please explain why? |       |

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| **ANY ADDITIONAL COMMENTS** **(i.e. based on specific work requirements or verification/clarification of examples provided throughout the assessment process)** |
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| **DECLARATION** |
| I declare the information in this report is true and accurate. I understand that the information contained within this report may be shared as part of the feedback process.  |
| Name: |       | Date: |       |
| Signature: |      [ ]  If returning this report by email, please check the box to declare the above statement. |