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. | | |