



REFEREE REPORT FORM

Thank you for taking the time to provide a referees report. As a referee you are an important part of the selection process. Please read the information below for guidance before beginning your report.

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 *Information Privacy Principles*.

You have been asked to provide comments about the applicant against each selection criteria for the job, where possible. Please ensure the applicant provides you with these selection criteria (note: Capability Five – Communicates With Influence – is often not tested specifically, however space is provided to make comments on the applicant's communication skills). The Capability Rating Scale (attached) is provided as a guide, however you are not required to provide a rating if you do not wish to. The comments will be used by the selection panel and/or delegate to make a decision.

Please note that the applicant may have access to the comments made.

When providing your report, please consider the following tips:

- **Do** give examples which illustrate the applicant's ability, knowledge, experience and personal qualities in relation to the criteria;
- **Do** refer to the Capability Rating Scale;
- **Do** note the key achievements of the applicant;
- **Do** describe the applicant's work performance, including relationships with others, reliability, and attitude to work, based on your observations;
- **Do** indicate if you are unable to offer comments on any of the criteria and why;
- **Do** provide additional comments to emphasise the applicant's strengths and weaknesses;
- **Do not** sign a report prepared by the applicant; and
- **Do** be aware that the applicant may view your report.

Applicant's Full Name:	
Vacancy applied for (position no):	

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

CRITERIA ONE:

Comments:					
Rating, circle one: (refer to Capability Rating Scale)	N/A	0	1 2 3 4	5 6 7	8 9 10

CRITERIA TWO:

Comments:					
Rating, circle one: (refer to Capability Rating Scale)	N/A	0	1 2 3 4	5 6 7	8 9 10

CRITERIA THREE:

Comments:					
Rating, circle one: (refer to Capability Rating Scale)	N/A	0	1 2 3 4	5 6 7	8 9 10

CRITERIA FOUR:

Comments:					
Rating, circle one: (refer to Capability Rating Scale)	N/A	0	1 2 3 4	5 6 7	8 9 10

CRITERIA FIVE:

Comments:					
Rating, circle one: (refer to Capability Rating Scale)	N/A	0	1 2 3 4	5 6 7	8 9 10

CRITERIA SIX:

Comments:					
Rating, circle one: (refer to Capability Rating Scale)	N/A	0	1 2 3 4	5 6 7	8 9 10

CAPABILITY RATING SCALE

	DESCRIPTION	INDICATORS OF PERFORMANCE
8 – 10	<p><u>Fully competent</u></p> <p>The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against the criterion</p>	<p>Would require little supervision to achieve good results, for the following reasons:</p> <ul style="list-style-type: none"> – 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	<p><u>Competent</u></p> <p>The applicant possesses relevant skills, abilities and personal qualities and would be generally effective against this criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons: reasonable/good knowledge;</p> <ul style="list-style-type: none"> – 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	<p><u>Requires Development</u></p> <p>The applicant possesses some skills, abilities and personal qualities relevant to the criterion, but is limited in others.</p> <p>S/he would be able to temporarily perform the duties of the position <u>with close supervision, but would require further training and development to fully carry out the duties associated with the criterion.</u></p>	<p>Would require close supervision to perform at an acceptable level for one or more of the following reasons:</p> <ul style="list-style-type: none"> – 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	<p><u>Unsatisfactory (Below Standard)</u></p> <p>The applicant is unable to demonstrate that s/he possesses the adequate skills, abilities and personal qualities in relation to the criterion. S/he would not be suitable to perform the duties of the position relevant to this criterion, even on a temporary basis</p>	<p>Would be unable to perform the duties and would require constant supervision for one or more of the following reasons:</p> <ul style="list-style-type: none"> – 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	<p><u>Not assessed</u></p> <p>Where you are unable to determine whether the applicant meets the selection criterion.</p>	