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| **PROVISION OF COMMENTS** |
| Would you please comment on the applicant in terms of the attached job documentation, and rate the applicant against each criteria using the rating scale provided below. Your comments and rating should be based on the applicant's likely capability for the position in question, having regard to their work experience while under your supervision. Comments must be objective, and also include specific examples to emphasise and illustrate the applicant's abilities, knowledge, experience and personal qualities in relation to the criteria. Additional comments can be used to emphasis any strengths and weaknesses. In some cases the Selection Advisory Committee (SAC) may contact you for further discussion and clarification of your comments.The following Referee Report is designed so that referee comments can easily be compared and are kept brief enough for a SAC to find useful. Please forward the completed report to **employment@awm.gov.au** |

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| **APPLICANT DETAILS** |
| **Surname** |  |
| **Given Name(s)** |  |
| **Classification** |  |
| **Branch** |  |
| **Section** |  |
|  |  |
| **POSITION DETAILS** |
| **Job ID** |  |
| **Position Title** |  |
| **Classification** |  |
| **Branch** |  |
| **Section** |  |
| **Position Number** |  |
|  |  |
| **REFEREE DETAILS** |
| **Name** |  |
| **Position Held** |  |
| **Employer** |  |
| **Phone Number** |  |
| **Dates of working relationship** |  |
|  |  |
| **Working Relationship to the Applicant** |  |  |
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| **Description** | **Performance Indicators** |
| 1. **Highly Suitable: The applicant possesses exceptionally well-developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion. Their performance is outstanding. (Only to be used in cases where exceptional skills have been demonstrated against the criterion).**
 | Is able to perform at a high level without direct supervision for the following reasons:* Excellent job knowledge
* Exceptionally reliable
* Appears to instinctively and effectively deal with all matters relating to the job.
 |
| 1. **Very Suitable: The applicant possesses highly developed and relevant skills and abilities, and would perform consistently well against this criterion.**
 | 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 relevant to work area
* Would be well able to deal with all of the routine and most of the complex matters relating to the job
 |
| 1. **Suitable: The applicant possesses relevant skills, abilities and personal qualities and would be generally effective against this criterion.**
 | Would require routine supervision to perform at an acceptable level for the following reasons:* Reasonable/good job knowledge
* Makes few errors
* Generally reliable
* Would use initiative in more complex situations
* Would accept responsibility
* Would deal with all routine matters of the job
 |
| 1. **Requires Development: the applicant possesses some skills, abilities and personal qualities relevant to the criterion, but is limited on others. S/he would be able to temporarily perform the duties of the position with close supervision but would require further development to fully meet the standard required against this criterion.**
 | Would require close supervision to perform at an acceptable level for the following reasons:* Limited job knowledge
* Makes errors
* Poor work output
 |
| 1. **Not Suitable: 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 able to perform the duties of the job relevant to the criterion, even on a temporary basis.**
 | Would be unable to perform the duties and would require constant supervision for the following reasons:* Limited job knowledge which would result in frequent errors
* Poor work output
* Would have difficulty carrying responsibility or solving problems
* Would have difficulty dealing with routine matters involving the job.
 |
| **Not assessed: Used when the Committee was unable to determine whether the applicant met the selection criterion from the information provided, or referee comments were insufficient to make an assessment** |

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| **Selection Criteria 1** |
|  | **Rating:****☐ Highly Suitable****☐ Very Suitable****☐ Suitable****☐ Requires Development** **☐ Not Suitable** |

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| **Selection Criteria 2** |
|  | **Rating:****☐ Highly Suitable****☐ Very Suitable****☐ Suitable****☐ Requires Development** **☐ Not Suitable** |

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| **Selection Criteria 3**  |
|  | **Rating:****☐ Highly Suitable****☐ Very Suitable****☐ Suitable****☐ Requires Development** **☐ Not Suitable** |

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| **Selection Criteria 4** |
|  | **Rating:****☐ Highly Suitable****☐ Very Suitable****☐ Suitable****☐ Requires Development** **☐ Not Suitable** |

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| **Selection Criteria 5** |
|  | **Rating:****☐ Highly Suitable****☐ Very Suitable****☐ Suitable****☐ Requires Development** **☐ Not Suitable** |

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| **Selection Criteria 6** |
|  | **Rating:****☐ Highly Suitable****☐ Very Suitable****☐ Suitable****☐ Requires Development** **☐ Not Suitable** |

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| **Selection Criteria 7** |
|  | **Rating:****☐ Highly Suitable****☐ Very Suitable****☐ Suitable****☐ Requires Development** **☐ Not Suitable** |

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| **Additional Comments** (optional) |
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| **Signature**  |
| **Referee:** **☐**  **I certify that all the information provided above is true and correct**  |
|  |  |  |
| *Name* | *Signature* | *Date* |
| **Selection Advisory Committee Member / Representative conducting Check (if applicable):** **This report was documented by me following my conversation with the referee. The text of the report has been read back to the referee and endorsed.** |
|  |  |  |
| *Name* | *Signature* | *Date* |

Please forward the completed report to **employment@awm.gov.au**