Referee report template

# Referee report

## Instructions

You have been nominated as a referee by [insert applicant name] in support of their application for the role of [insert role and classification level]. A copy of the role description is attached for your information.

In completing the referee report, you are being asked to provide information about the applicant’s knowledge, skills and ability against particular criteria, as well as general information relating to their performance and conduct. In providing this information, please consider the classification level applicable to this role.

If you are an existing public sector employee, please note the omission of relevant information or the provision of untruthful information by a referee to the referee’s own agency or to another agency is a breach of the recruitment and selection directive and may result in a discipline process being commenced.

Return of the completed referee report by [insert date] would be appreciated. The completed report can be emailed to [insert contact].

Information provided in a referee report may be released in accordance with the *Right to Information Act 2009* and may be incorporated into feedback for successful or unsuccessful applicants.

Should your referee report contain any adverse comments that may affect the selection outcome, the panel will discuss these with [insert applicant’s name].

|  |  |
| --- | --- |
| **Referee details** | |
| **Name:** |  |
| **Role:** |  |
| **Organisation:** |  |
| **Relationship with the applicant (incl. duration):** |  |

|  |  |
| --- | --- |
| **Comments against each key capability** | |
| **Key capability one:** | *Specify capability* |
| The applicant:   * does not meet this key capability * usually meets this key capability * always meets this key capability * usually exceeds this key capability | |
| Please provide, from your knowledge, your assessment of the applicant against this key capability. | |

*[Repeat for all key capabilities]*

## Comments about performance and conduct

*List any specific questions/information sought from the referee. For example:*

|  |  |
| --- | --- |
| **Questions** | **Comments** |
| If you are currently the applicant’s supervisor/manager, please comment on the applicant’s most recent performance and development assessment. |  |
| Please comment on the applicant’s commitment to organisational goals and values, integrity and client focus. |  |
| Please comment on the applicant’s focus on productivity, perseverance and delivering results on time. |  |
| Please comment on the applicant’s punctuality and attendance. |  |
| Does the applicant maintain a work-life balance? |  |
| Please comment on the applicant’s decision making and problem solving. |  |
| Please comment on the applicant’s openness to change and ability to learn from mistakes. |  |
| Please comment on the applicant’s knowledge of the relationship between the agency’s strategic and operational goals and their role. |  |
| If in a leadership role, please describe the applicant’s leadership style and skills. |  |

## Current or past discipline

**Are you aware of any current discipline process or past discipline findings against the applicant? If so, please provide relevant details.**

## General comments

**Are there any additional comments you wish to make about the applicant?**

**Would you re-employ the applicant?**

|  |  |
| --- | --- |
| **Referee name:** |  |
| **Date:** |  |
| **Signature:** |  |