The Referee Kit

Sep 2013
To the Referee

Thank you for being a referee.

Referees are a critical source of information in the assessment of the applicant’s standard of work performance.

Please ensure you provide an accurate and honest assessment against the selection criteria for the position, using the attached rating scale regarding the applicant’s actual work performance as observed by you. Please rate the applicant against each of the identified selection criteria.

Please explain your ratings to assist the Selection Panel to make an informed decision regarding the suitability of the applicant. Please note, the Selection Panel may contact you in the course of its deliberations to seek clarification of your comments.

If you are a member of the Selection Panel or are the Delegate for this selection process, you must provide your report before the formal assessment commences to ensure that reports are not influenced by other components of the assessment.

Key principles for writing referee reports:

- be honest and fair;
- comment on the applicant’s ability to do the advertised job;
- allow the applicant the opportunity to comment on the report; and
- be aware that you will often be required to assess an applicant’s suitability for a position higher than the level at which they are currently occupying and frame your assessment accordingly.

Thank you for investing your time in providing this referee report.
Please comment on the applicant in terms of the attached selection criteria, and rate the applicant against each criterion using the rating scale provided below. Your comments and rating should be based on the applicant’s likely capability for the position, having regard to their work experience while under your supervision. Comments must be objective, and can 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 emphasise any strengths and weaknesses.

<table>
<thead>
<tr>
<th>SCALE</th>
<th>DESCRIPTION</th>
<th>INDICATORS OF PERFORMANCE</th>
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</table>
| HS    | Highly Suitable | Is able to perform above expectations for any of the following reasons:  
- excellent job knowledge  
- exceptionally reliable  
- considerable demonstrated ability in problem solving and the application of change  
- could instinctively and effectively deal with all matters relating to the position |
| VS    | Very Suitable  | Would require little supervision to achieve good results, for any of the following reasons:  
- is reliable and responsible  
- has well developed job knowledge  
- is able to suggest and initiate improvement  
- is well able to deal with all of the routine and most of the complex matters relating to the position |
| S     | Suitable      | Would require routine supervision to perform at an acceptable level for any of the following reasons:  
- has reasonable/good job knowledge  
- makes few errors  
- is generally reliable  
- requires guidance for more complex situations  
- can carry responsibility  
- can deal with all routine matters relating to the position |
| RD    | Requires Development | Would require close supervision to perform at an acceptable level for any of the following reasons:  
- has only basic/general job knowledge  
- can follow directions but requires frequent checking or follow-up  
- could deal with some routine matters relating to the position  
- inconsistent work performance |
| NS    | Not Suitable   | Would be unable to perform the duties of the position in relation to this criterion and would require constant supervision for any of the following reasons:  
- has limited job knowledge  
- makes frequent errors  
- poor work output  
- would have difficulty carrying responsibility or solving problems  
- would have difficulty with routine matters involving the position |
| NA    | Not Assessed   | Where the Committee were unable to determine whether the applicant met the selection criterion from the information provided; or referee comments were insufficient to make an assessment |
# REFEREE REPORT

**APPLICANT’S NAME:**

<table>
<thead>
<tr>
<th>REFEREE’S NAME &amp; BUSINESS HOURS PHONE NUMBER</th>
<th>REFEREE’S CLASSIFICATION/POSITION</th>
<th>RELATIONSHIP TO APPLICANT</th>
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<td></td>
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<td>e.g. current supervisor</td>
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## Ratings against each selection criterion

<table>
<thead>
<tr>
<th>SELECTION CRITERION</th>
<th>RATING</th>
<th>ADDITIONAL COMMENTS (if any)</th>
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<tbody>
<tr>
<td>1. Cultivates</td>
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<td>Productive</td>
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<td>Working Relationships</td>
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<td>2. Communicates</td>
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<td>With Influence</td>
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<td>3. Achieves</td>
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<td>Results</td>
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<td>4. Exemplifies</td>
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<td>Personal Drive</td>
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<tr>
<td>And Integrity</td>
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<td>5. Shapes</td>
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<td>Strategic Thinking</td>
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<td>6. Demonstrates</td>
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<td>Skills And</td>
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<tr>
<td>Expertise</td>
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APPLICANT’S NAME:

Security attitude and violations*

Q1. How would you describe their attitude towards security, clear desk policy, usage of IT systems, Need-to-Know principle and complying with workplace guidelines and procedures?
   - Positive attitude
   - Needs improvement
   - Other (please provide comments)

Q2. To your knowledge, have they been involved in any breach of: **
   - Security
   - Code of Conduct
   - Any other internal investigation
   - None of the above

Q3. As far as you are aware have they ever been removed from a position of trust or denied access to sensitive information and/or classified resources?
   - Yes
   - No

Q4. How would you describe the person’s honesty and integrity?

Q5. Is there anything else that you believe should be brought to the attention of the Department or the Australian Government Security Vetting Agency (AGSVA) when considering them for employment and access to classified resources?
   - Yes (please provide comments)
   - No

Q6. Is the applicant currently under probation or the subject of a formal underperformance process?
   - Yes (please provide comments)
OVERALL ASSESSMENT OF APPLICANT

Please tick one:

- [ ] Highly Suitable
- [ ] Very Suitable
- [ ] Suitable
- [ ] Requires Development
- [ ] Not Suitable

GENERAL COMMENTS (if any)

Signature: .................................................... Date: ................................

Do you wish to be contacted to discuss any of your responses in this report?

- [ ] Yes
- [ ] No
- [ ] If additional information is required

* The Department is collecting the information in this report for recruitment and security purposes. Information may also be provided to Australian Government Security Vetting Agency (AGSVA) for use in the security clearance process. It may also be necessary for AGSVA to pass this information on to other Government authorities as and when required. Collection of this information is authorised by subsection 22(6) of the Public Service Act 1999 (Cth). Please note that if you are a Commonwealth employee, exemption of the report from Freedom of Information action cannot be guaranteed.
**Please note: You may be contacted by Security or the People and Performance Branch if any security or code of conduct issues have been identified in this report.