



Australian Government

Department of Families, Housing, Community Services and Indigenous Affairs

REFEREE'S ASSESSMENT REPORT

Recruitment
Box 7788
Canberra Mail Centre
ACT 2610
TEL 1300 653 227
FAX (02)6200 9633
TTY 1800 260 402
<http://www.fahcsia.gov.au>

Information provided in a job application is required for use in the staff selection process. This information may, where it has significant bearing on reaching the final decision, be accessed by other parties with a legitimate interest in the outcome of the selection process.

Applicant Details

Please include contact telephone number

Surname:

Given names:

Position(s) Applied for

Designation/Classification:

Office/Branch/Section:

Position Number(s):

Referee Details

Name:

Position held:

Department/Employer:

Office/Branch/Section:

Phone number: Work:

Working relationship to applicant/relevant dates, periods:

.....
.....
.....

Assessment against selection criteria

Please refer to the suggested rating scale which is attached

Criterion 1

.....
.....
.....
.....

Rating:

Criterion 2

.....
.....
.....
.....

Rating:

RATING SCALE SUGGESTION FOR REFEREES

Referees should use the following as a guide when providing referee comments.

Description	Indicators of Performance
<p><u>Excellent</u> The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding. (To be used only in cases where exceptional skills have been demonstrated against the criterion).</p>	<p>Is able to perform at high level without direct supervision for the following reasons:</p> <ul style="list-style-type: none"> • excellent job knowledge; • exceptionally reliable; • appears to instinctively and effectively deal with all matters relating to the position.
<p><u>Very Good</u> 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 relevant to the work area; • would be well able to deal with all of the routine and most of the complex matters relating to the position.
<p><u>Good</u> The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> • 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 position.
<p><u>Satisfactory</u> The applicant possesses skills, abilities and personal qualities relevant to the criterion. S/he would be able to perform the duties of the position to an acceptable standard.</p>	<p>Would be able to perform at an acceptable level for the following reasons:</p> <ul style="list-style-type: none"> • general job knowledge; • would follow directions; • would deal with all routine matters of the position; or • has the potential to reach this standard within 3 months (temporary transfer) or 6 months (promotion/transfer).
<p><u>Unsatisfactory (Below Standard)</u> 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 position relevant to the criterion, even on a temporary basis.</p>	<p>Would be unable to perform the duties for one or more of the following reasons:</p> <ul style="list-style-type: none"> • 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 position.