



## REFEREE REPORT

Vacancy Details			
Ref Number:		Classification:	
Section/Branch/Division:			

Applicants Name

Referee Details		
Surname		
Given Names		
Job Title/Classification		
Department/Organisation		
Contact Phone Number	Work:	Home/Mobile
Relationship to Applicant		
Period of Relationship		

Assessment against Selection Criteria <i>(Refer to Rating Scale at Appendix 1)</i>	
Criterion 1	
	Rating <input type="text"/>
Criterion 2	
	Rating <input type="text"/>
Criterion 3	
	Rating <input type="text"/>
Criterion 4	
	Rating <input type="text"/>
Criterion 5	
	Rating <input type="text"/>
Criterion 6	
	Rating <input type="text"/>

**Additional Comments**

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**Referee Signature****Signature:****Name:****Date:****Applicant Signature****Signature:****Name:****Date:**



Australian Government

Department of the Prime Minister and Cabinet

## RATING SCALE

Description	Indicators of Performance
<p><b>Highly Suitable</b></p> <p>The applicant possesses highly developed and relevant skills and abilities, appropriate personal qualities and would consistently perform at a very high level against the criterion.</p>	<p>Would be able to perform at a high level without direct supervision for reasons including:</p> <ul style="list-style-type: none"> <li>• Highly reliable and responsible</li> <li>• Excellent job knowledge</li> <li>• Excellent leadership and managerial skills</li> <li>• Instinctively and effectively deals with routine and complex matters</li> <li>• Highly developed problem solving and change management skills</li> </ul>
<p><b>Suitable</b></p> <p>The applicant possesses relevant skills and abilities, appropriate personal qualities and would perform consistently well against the criterion.</p>	<p>Would be able to perform at an acceptable level with only routine supervision for reasons including:</p> <ul style="list-style-type: none"> <li>• Very reliable and responsible</li> <li>• Well developed (sound) job knowledge</li> <li>• Very strong team leadership and management skills</li> <li>• Able to effectively deal with routine and most of the complex matters</li> <li>• Able to suggest and initiate improvements relevant to the work area</li> </ul>
<p><b>Requires Development</b></p> <p>The applicant has some skills, abilities and personal qualities relevant to the criteria, but is limited on others. The applicant could perform the duties of the position, but would require close supervision and further training and development to meet the standard required against this criterion.</p>	<p>Would require supervision to perform at an acceptable level for any of the following reasons:</p> <ul style="list-style-type: none"> <li>• Has only basic/limited job knowledge</li> <li>• Can follow directions but requires close supervision</li> <li>• Inconsistent work performance</li> <li>• Would require development in order to effectively deal with routine and complex matters</li> </ul>
<p><b>Not Suitable</b></p> <p>The applicant is unable to demonstrate that he/she possesses the relevant skills, abilities and personal qualities in relation to the criterion.</p>	<p>Would require close supervision to perform at an acceptable level for reasons including:</p> <ul style="list-style-type: none"> <li>• Poor work output</li> <li>• Limited or no job knowledge</li> <li>• Inadequate personal and/or communication skills</li> <li>• Would have difficulty dealing with routine matters</li> <li>• Would have difficulty carrying responsibility or solving problems</li> </ul>