



<b>Applicant Details</b>	Name:	
<b>Vacancy Applied for</b>	Classification:	
	Group/Section:	
	Position No:	
<b>Referee Details</b>	Name:	
	Classification/Title:	
	Phone No:	

**What is the relationship of the referee to the applicant? (include relevant dates)**

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**Please Note:** Referee comments and ratings are to reflect to applicant's abilities in relation to the advertised role, not their current role.

**Assessment against selection criteria; please use attached rating scale and provide any additional comment where appropriate.**

**Criterion 1:** *(include description here)*

<b>Rating:</b>
<b>Supporting comments justifying rating:</b>

**Criterion 2:** *(include description here)*

<b>Rating:</b>
<b>Supporting comments justifying rating:</b>

**Criterion 3:** *(include description here)*

<b>Rating:</b>
<b>Supporting comments justifying rating:</b>

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**Criterion 4:** *(include description here)*

<b>Rating:</b>
<b>Supporting comments justifying rating:</b>

**Criterion 5:** *(include description here)*

<b>Rating:</b>
<b>Supporting comments justifying rating:</b>

**Criterion 6:** *(include description here)*

<b>Rating:</b>
<b>Supporting comments justifying rating:</b>

**Additional Comments:**


**Referee's signature:**

I prepared this report in my capacity as referee:

.....	.....	.....
Name	Signature	Date

**Applicant's comments and signature:**

Please read this report carefully and, if you wish, provide comments on a separate sheet.  
Please sign below to verify that you have sighted this report.

.....  
Name

.....  
Signature

.....  
Date

## RATING SCALE

### RATING SCALE USED FOR INDIVIDUAL ASSESSMENTS

Scale	Description	Indicators of Performance
<b>E</b>	<p><b><u>Excellent</u></b> The candidate possesses exceptionally well developed work-related qualities in relation to this criterion, and their performance is outstanding.</p> <p>(To be used only in cases where exceptional skills have been demonstrated against this criterion).</p>	<p>Is able to perform at high level without direct supervision for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• excellent job knowledge;</li> <li>• exceptionally reliable;</li> <li>• considerable demonstrated ability in problem solving and the application of change;</li> <li>• appears to instinctively and effectively deal with all matters relating to the position.</li> </ul>
<b>FC</b>	<p><b><u>Fully Competent</u></b> The candidate possesses highly developed work-related qualities and would perform consistently well against this criterion.</p>	<p>Would require little supervision to achieve good outcomes, for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• would be reliable and responsible;</li> <li>• well developed (sound) job knowledge;</li> <li>• would be able to suggest and initiate improvements;</li> <li>• would be well able to deal with all of the routine and most of the complex matters relating to the position.</li> </ul>
<b>C</b>	<p><b><u>Competent</u></b> The candidate possesses relevant work-related qualities and would be generally effective against this criterion.</p>	<p>Would require routine supervision to perform at an acceptable level for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• reasonable/good job knowledge;</li> <li>• makes few errors;</li> <li>• generally reliable;</li> <li>• would require guidance for more complex situations;</li> <li>• could carry responsibility but would not seek it;</li> <li>• could deal with all routine matters involving the position.</li> </ul>
<b>RD</b>	<p><b><u>Requires Development</u></b> The candidate possesses some work-related qualities relevant to the criterion, but is limited on others.</p> <p>S/he would be able to temporarily perform the duties of the position <u>with close supervision</u>, but would require further training and development to meet the standard required against this criterion.</p>	<p>Would require close supervision to perform at an acceptable level for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• only basic/general job knowledge;</li> <li>• could follow directions but would require frequent checking/follow-up;</li> <li>• could deal with most routine matters involving the position;</li> <li>• inconsistency with work performance.</li> </ul>
<b>U</b>	<p><b><u>Unsatisfactory (Below Standard)</u></b> The candidate is unable to demonstrate that s/he possesses adequate work-related qualities in relation to the criterion. S/he would not be suitable to perform the duties of the position relevant to this criterion, even on a temporary basis.</p>	<p>Would be unable to perform the duties and would require constant supervision for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• limited job knowledge;</li> <li>• makes frequent errors;</li> <li>• poor work output;</li> <li>• would have difficulty carrying responsibility or solving problems;</li> <li>• would have difficulty dealing with routine matters involving the position.</li> </ul>
<b>N/A</b>	<p><b><u>Not assessed</u></b> Where the SAC was unable to determine whether the candidate met the selection criterion from the information provided; or referee comments were insufficient to make an assessment.</p>	