

**Referee’s Report**

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| Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

As a nominated referee you are invited to complete this report.

You have been named as a referee for the above applicant. Your report is **confidential** to the Principal and to those involved in the appointment procedures. It would be appreciated if you would express any doubts you have. These will not necessary preclude an applicant from selection but will assist in assessing him/her for the position.

You are asked to rank the applicant on a scale of 1-5. In the interest of fairness to the applicant please regard a rank of 3 as indicating a very satisfactory/competent standard. A 5 therefore represents an exceptional applicant. Where multiple choice options are given please feel free to comment and elaborate if you wish to do so.

While it is not necessary or possible for you to complete every item, you will appreciate that as full a report as possible is likely to be of the most use to the Principal. Please leave blank any questions you are unable to complete.

If for some reason you find it impossible to act as a referee you are free to complete only this statement:

 I do not wish to submit a referee’s report on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please forward the completed form marked “Confidential” to Peter Ferrar, Principal, before the closing date of Monday 11th September 2023.

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| Name of Referee Address  Occupation/Position of Referee Telephone: Day Evening Email: Signature  |

1. KNOWLEDGE OF APPLICANT:

How long have you known the applicant and in what circumstances?

What opportunity have you had to observe the applicant’s Christian life and service?

Is there anything about the applicant’s personal life, lifestyle or health which you think the Board should be made aware of?

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| --- | --- |
|  |   Low HighPlease circle one *(1= significant weakness,**3 = satisfactory/competent,* *5)* |
| 1. APPLICANT’S PERSONAL QUALITIES:
 |
| * Sense of integrity
 | 1 | 2 | 3 | 4 | 5 |
| * Social conduct
 | 1 | 2 | 3 | 4 | 5 |
| * Approachability
 | 1 | 2 | 3 | 4 | 5 |
| * Responds to direction
 | 1 | 2 | 3 | 4 | 5 |
| * Sense of humour
 | 1 | 2 | 3 | 4 | 5 |
| * General competence
 | 1 | 2 | 3 | 4 | 5 |
| * Ability to work independently
 | 1 | 2 | 3 | 4 | 5 |
| * Ability to work quickly and accurately
 | 1 | 2 | 3 | 4 | 5 |

|  |  |
| --- | --- |
| 1. APPLICANT’S COMMUNICATION SKILLS
 |  Low High Please circle one *(1= significant weakness,**3 = satisfactory/competent,* *5=top 5%)* |
| * Listening skills
 | 1 | 2 | 3 | 4 | 5 |
| * Oral communication skills
 |  |  |  |  |  |
| * Written communication skills
 | 1 | 2 | 3 | 4 | 5 |
| * Rapport and communication with staff
 | 1 | 2 | 3 | 4 | 5 |
| * Rapport and communication with managers
 | 1 | 2 | 3 | 4 | 5 |
| * Rapport and communication with parents
 | 1 | 2 | 3 | 4 | 5 |

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| 1. APPLICANT’S PROFESSIONAL QUALITIES
 |  Low High Please circle one *(1= significant weakness,**3 = satisfactory/competent,* *5=excellent )* |
| * Teaching ability
 | 1 | 2 | 3 | 4 | 5 |
| * Curriculum knowledge
 | 1 | 2 | 3 | 4 | 5 |
| * Ability to engage children
 | 1 | 2 | 3 | 4 | 5 |
| * Committed to professional growth/learning
 | 1 | 2 | 3 | 4 | 5 |
| * Ability to work collegially within a team
 | 1 | 2 | 3 | 4 | 5 |
| * Is effective in resolving conflict
 | 1 | 2 | 3 | 4 | 5 |
| * Undertakes responsibilities with minimum supervision
 | 1 | 2 | 3 | 4 | 5 |
| * Is a good problem solver
 | 1 | 2 | 3 | 4 | 5 |
| * Ability with ICT
 | 1 | 2 | 3 | 4 | 5 |
| * Responds positively to instruction
 | 1 | 2 | 3 | 4 | 5 |

4. APPLICANT’S POTENTIAL

 Please comment on what you believe to be the applicant’s potential to handle the responsibilities of the position applied for. Please emphasise both strengths and weaknesses you feel are important, physical and emotional fitness for the position and/or comment on significant points not covered in the above sections.

1. SUMMARY INDICATOR

 If you were in our position, would you appoint the applicant to this position?

 *(Please circle your appropriate response)*

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| --- | --- | --- | --- | --- |
| **No** | **Probably Not** | **Possible** | **Yes with some reservations** | **Yes without reservations** |

 Thank you very much for your time and assistance. Please send your completed form to:

The Principal

PO Box 152

Dannevirke 4942

Or (preferably) email to principal@totaracollege.school.nz