



AIATSIS
Australian Institute of Aboriginal
and Torres Strait Islander Studies

REFEREE REPORT FORM

In accordance with the Privacy Act, the information you provide in this reference may be used for the purposes of selection and/or a selection hearing. You should be aware that the applicant is entitled to gain access to these comments should he/she wish to do so.

Applicant Details

Surname:

Given names:

Position Applied for

Position Title:

Classification:

Program:

Position Number:

Referee Details

Name:

Position held:

Department/Employer:

Office/Branch/Section:

Phone number:

Work:

Other:

Relationship to applicant (please include any dates/periods):

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Assessment against selection criteria

Please refer to the AIATSI rating scale which is attached

Criterion 1

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Rating:

Criterion 2

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Rating:

Criterion 3

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Rating:

Criterion 4

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Rating:

Criterion 5

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Rating:

Criterion 6

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Rating:

**Overall
comment**

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Rating:

Referee's signature

Date:

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**Interviewers declaration
(for verbal references)**

Name:

Position:

Signature

Date:

I declare that this is a true and accurate reflection of the referees comments against the criteria

AIATSIIS Rating Scale

Scale	Description	Indicators of Performance
E	<p><i><u>Excellent</u></i></p> <p>The applicant possesses exceptionally well-developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion. 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 guidance for <u>one or more</u> of the following reasons:</p> <ul style="list-style-type: none"> ▪ Excellent job knowledge; ▪ Exceptionally reliable; ▪ Considerable demonstrated ability in problem solving and the application of change; ▪ Appears to instinctively and effectively deal with all matters relating to the position.
VG	<ul style="list-style-type: none"> • Very Good <p>The applicant possesses highly developed and relevant skills and abilities and would perform consistently well against this criterion.</p>	<p>Would require little guidance to achieve good results, for <u>one or more</u> of 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; ▪ Would be well able to deal with all of the routine and most of the complex matters relating to the position.
G	<ul style="list-style-type: none"> • Good <p>The applicant possesses relevant skills, knowledge and abilities. They would be generally effective against this criterion.</p>	<p>Would require routine guidance to perform at an acceptable level for <u>one or more</u> of the following reasons:</p> <ul style="list-style-type: none"> ▪ Reasonable/good job knowledge; ▪ Makes few errors; ▪ Generally reliable; ▪ Would require guidance for more complex situations; ▪ Would carry responsibility but would not seek it; ▪ Would deal with all routine matters involving the position.

Scale	Description	Indicators of Performance
S	<ul style="list-style-type: none"> • Satisfactory <p>The applicant possesses some skills, knowledge and abilities relevant to the criterion, but is limited on others. S/he would be able to temporarily perform the duties of the position <u>with close guidance</u>, but would require further training and development to meet the standard required for this criterion.</p>	<p>Would require close guidance to perform at an acceptable level for <u>one or more</u> of the following reasons:</p> <ul style="list-style-type: none"> ▪ Only basic/general job knowledge; ▪ Could follow directions but would require frequent checking/follow-up; ▪ Would deal with most routine matters involving the position; ▪ Inconsistency with work performance.
US	<p><u>Unsatisfactory (Below Standard)</u></p> <p>The applicant 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 guidance for <u>one or more</u> of the following reasons:</p> <ul style="list-style-type: none"> ▪ Limited job knowledge; ▪ Makes frequent errors; ▪ Poor work output; ▪ Would have difficulty carrying responsibility or solving problems; ▪ Would have difficulty dealing with routine matters involving the position.
NA	<p><u>Not Able to Rate</u></p> <p>Where the Selection Advisory Committee was unable to determine whether the applicant met the selection criterion from the information provided; or referee comments were insufficient to make an assessment.</p>	