

Request for Referee's Report  
for the Position of Responsibility

Date:

Dear \_\_\_\_\_

I am an applicant for a position of responsibility at Botany Downs Secondary College and have named you as a confidential referee.

Would you please forward the completed referee's report in the stamped addressed envelope provided to:

The Principal  
Botany Downs Secondary College  
575 Chapel Road  
Howick  
Auckland 2016  
NEW ZEALAND

Your referee report must be received at the above address by **Friday**, \_\_\_\_\_

Yours sincerely

\_\_\_\_\_

## Referee's Report for Position of Responsibility

To be completed by the **Applicant**:

**Name:** \_\_\_\_\_  
**Present Position:** \_\_\_\_\_  
**Employer:** \_\_\_\_\_

To be completed by the **Referee**:

**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Telephone:**            *Business* ( ) \_\_\_\_\_ *Private* ( ) \_\_\_\_\_

Please give a brief outline of the working relationship you have, or have had with the applicant and upon which you have based this report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you prepared to be contacted by telephone to follow up on information contained in this report?

**Yes**

**No**

### Referee Information:

We invite you to complete this form and assure you that your report will be kept confidential to this Board of Trustees and those directly involved in the selection process.

This report asks you to rank the applicant on a scale of 1 to 5. In the interest of fairness to this applicant and others applying, please regard a ranking of 3 as indicating "a very satisfactory/competent" standard.

If you do not feel able to comment on an aspect please indicate in the space provided.

**1. PERSONAL QUALITIES**

		Please circle one				
		Able to rank:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		←	High		Low	→
•	Bearing and professional appearance	1	2	3	4	5
•	Sensitivity	1	2	3	4	5
•	Sense of integrity	1	2	3	4	5
•	Relationship with other staff	1	2	3	4	5
•	Approachability	1	2	3	4	5
•	Flexibility	1	2	3	4	5
•	Sense of humour	1	2	3	4	5
•	Resilience	1	2	3	4	5
•	Social conduct	1	2	3	4	5
•	Personal motivation	1	2	3	4	5
•	Enthusiasm	1	2	3	4	5
•	Confidence	1	2	3	4	5
•	Innovative thinker	1	2	3	4	5
<b>Comments:</b>						

**2. PERSONAL PROFESSIONAL QUALITIES**

		Please circle one				
		Able to rank:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		←	High		Low	→
•	<b>Capacity to:</b> Identify new opportunities and action where appropriate	1	2	3	4	5
•	Grasp knowledge and put ideas into action	1	2	3	4	5
•	Undertake delegated responsibilities with a minimum of supervision	1	2	3	4	5
•	Show vitality, initiative, diligence and warmth	1	2	3	4	5
•	Adopt an analytical approach to problem solving	1	2	3	4	5
•	Understand and be aware of wider issues, eg. Treaty of Waitangi	1	2	3	4	5
•	Initiate and manage change	1	2	3	4	5
•	Provide a professional perspective on educational issues	1	2	3	4	5
•	Strengthen/enhance personal professional development	1	2	3	4	5
•	Collaboratively reach a decision	1	2	3	4	5
<b>Comments:</b>						

**3. RELATIONSHIP WITH STUDENTS**

		Please circle one				
		Able to rank:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		←	High		Low	→
	<ul style="list-style-type: none"> <li>• Establish warm and friendly relations with student regardless of age, ethnic background and individual abilities</li> </ul>	1	2	3	4	5
	<ul style="list-style-type: none"> <li>• Earn respect</li> </ul>	1	2	3	4	5
	<ul style="list-style-type: none"> <li>• Encourage and support students to take increasing and appropriate responsibility for own learning</li> </ul>	1	2	3	4	5
	<ul style="list-style-type: none"> <li>• Address the needs of Maori and Pacific Island students</li> </ul>	1	2	3	4	5
<b>Comments:</b>						

**4. RELATIONSHIP WITH COLLEAGUES**

		Please circle one				
		Able to rank:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		←	High		Low	→
	<ul style="list-style-type: none"> <li>• Manage staff</li> </ul>	1	2	3	4	5
	<ul style="list-style-type: none"> <li>• Establish excellent working relationships</li> </ul>	1	2	3	4	5
	<ul style="list-style-type: none"> <li>• Acknowledge the skill and knowledge of others</li> </ul>	1	2	3	4	5
	<ul style="list-style-type: none"> <li>• Gain acceptance and recognition for professional skills</li> </ul>	1	2	3	4	5
<b>Comments:</b>						

**5. INFORMATION AND COMMUNICATION TECHNOLOGY**

		Please circle one				
		Able to rank:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		←	High		Low	→
	<ul style="list-style-type: none"> <li>• Personal ability and skills</li> </ul>	1	2	3	4	5
	<ul style="list-style-type: none"> <li>• Vision for its development in schools</li> </ul>	1	2	3	4	5
	<ul style="list-style-type: none"> <li>• Attitude to its use as a learning tool for students</li> </ul>	1	2	3	4	5
	<ul style="list-style-type: none"> <li>• Ability to harness support and resources for implementation</li> </ul>	1	2	3	4	5
<b>Comments:</b>						

**6. SUMMARY**

		Please circle one				
		Able to rank:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		←	High		Low	
•	How would you rank the applicant for the position?	1	2	3	4	5
•	In your opinion, how might the following groups rank the applicant?	1	2	3	4	5
•	Students	1	2	3	4	5
		1	2	3	4	5
•	Staff	1	2	3	4	5
		1	2	3	4	5

**Comments (optional):**

**7. APPLICANT'S POTENTIAL**

Please comment on what you believe to be the applicant's potential to handle the responsibilities of the position. Please emphasis both strengths and weaknesses.

*Continue on the back of this page if necessary*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for taking the time to help us make a sound and careful decision about this appointment.**

