



Australian Government

IP Australia

Referee Report

Applicant Details

Name:

Vacancy Applied For

Classification:

Group/Section:

Position No:

Referee Details

Name:

Classification/Title:

Phone No:

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

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:

Rating:

Supporting comments justifying rating:

Criterion 2:

Rating:

Supporting comments justifying rating:

Criterion 3:

Rating:

Supporting comments justifying rating:

Criterion 4:

Rating:

Supporting comments justifying rating:

Criterion 5:

Rating:

Supporting comments justifying rating:

Criterion 6:

Rating:

Supporting comments justifying rating:

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
E	<u>Excellent</u> The candidate possesses exceptionally well developed work-related qualities in relation to this criterion, and their performance is outstanding. (To be used only in cases where exceptional skills have been demonstrated against this criterion).	Is able to perform at high level without direct supervision for one or more of the following reasons: <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.
FC	<u>Fully Competent</u> The candidate possesses highly developed work-related qualities and would perform consistently well against this criterion.	Would require little supervision to achieve good outcomes, for one or more of the following reasons: <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.
C	<u>Competent</u> The candidate possesses relevant work-related qualities and would be generally effective against this criterion.	Would require routine supervision to perform at an acceptable level for one or more of the following reasons: <ul style="list-style-type: none"> • reasonable/good job knowledge; • makes few errors; • generally reliable; • would require guidance for more complex situations; • could carry responsibility but would not seek it; • could deal with all routine matters involving the position.
RD	<u>Requires Development</u> The candidate possesses some work-related qualities 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 supervision</u> , but would require further training and development to meet the standard required against this criterion.	Would require close supervision to perform at an acceptable level for one or more of the following reasons: <ul style="list-style-type: none"> • only basic/general job knowledge; • could follow directions but would require frequent checking follow-up; • could deal with most routine matters involving the position; • inconsistency with work performance.
U	<u>Unsatisfactory (Below Standard)</u> 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.	Would be unable to perform the duties and would require constant supervision for one or more of the following reasons: <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.
N/A	<u>Not assessed</u> 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.	