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| **Referee Report** |

The purpose of the Referee Report is to collect additional information to assess the candidate/s suitability for the role against the Selection Criteria of a position, and to gain supporting evidence of the information provided by the candidate/s.

**You are only required to obtain referee reports for the candidate/s that are suitable and are under consideration for the role. Please provide two referee reports those candidate/s.**

**PLEASE NOTE: You should make the applicant aware in advance that you will be collecting personal information about them via a reference check and that it will be used strictly for recruitment purposes and in accordance with the *Privacy Act 1988*.**

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| **Details of Candidate** | |
| Candidate Name |  |
| **Considered for Position** |  |
| Job Title |  |
| Classification |  |
| **Details of Referee** |  |
| **Please note that comments provided may be passed on to the applicant in accordance**  **with the *Freedom of Information Act 1982*.** | |
| Referee Name |  |
| Phone Number |  |
| Email |  |
| Position Title and Organisation |  |

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| Relationship to applicant - **Referees must be in a position to comment on the candidate’s ability from a management perspective. As such, the National Gallery does not accept colleagues as referees.** | |
| Current Supervisor | Yes ☐ NO ☐ |
| Approximate dates you supervised this applicant: | From to Present |
| Previous Supervisor  Approximate dates you supervised this applicant: | From to Present |
| Other – Please specify |  |
| How long have you known the candidate? |  |

**Questions about the Candidate**

***(These questions must be answered by the referee)***

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| What position does/did the candidate hold? |
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| What was/is the reason for the candidate leaving the organisation? (if applicable) |
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| Please outline the candidate’s key strengths. |
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| Please outline the candidate’s areas to develop. |
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| Please comment on the candidate’s adherence to policies/procedures. |
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| Please comment on the candidate’s ability to achieve results/work outcomes. |
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| Please comment on the candidate’s interpersonal style and ability to develop sound working relationships. |
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| Please comment on the candidate’s ability to deal with conflict/difficult situations within the workplace |
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| Please comment on the candidate’s ability to be professional and discreet within the workplace. |
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| Please comment on the candidate’s level of resilience and ability to work under pressure. |
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| Please comment on the candidate’s ability to give/receive feedback. |
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| Please comment on the candidate’s attention to detail. |
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| To your knowledge, has the candidate ever been the subject of any internal investigations, breaches of the Code of Conduct or allegations in the workplace? |
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| Do you have any concerns, or is there a record of any concerns regarding the candidate in relation to security matters? |
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| Would you re-employ this candidate if you had the opportunity? |
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| Are there any further comments you wish to make about the candidate? |
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| **Job Specific** |
| SC1: *insert criterion and add referee comments* |
| SC2: *insert criterion and add referee comments* |
| SC3: *insert criterion and add referee comments* |
| SC4: *insert criterion and add referee comments* |
| SC5: *insert criterion and add referee comments* |
| SC6: *insert criterion and add referee comments* |

**Overall scoring and rating:**

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| Rating | Definition |
| Highly Suitable | The applicant possesses exceptionally well developed and relevant skills and abilities, and the appropriate personal qualities in relation to this criterion, and their performance is outstanding. | |
| Very Suitable | The applicant possesses relevant skills, abilities and personal qualities and would be highly effective against the criterion. | |
| Suitable | The applicant possesses skills, abilities and personal qualities to satisfactorily meet the criterion. | |
| Unsuitable | The applicant is unable to demonstrate that s/he possesses the adequate skills,  abilities and personal qualities in relation to the criterion. S/he would not be able  to perform the duties of the position relevant to the criterion, even on a temporary  basis. | |
| Unable to assess | The panel was unable to gain enough information to accurately assess this  criterion. | |

**Referee Signature required: as stated to me:**

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| **Name** |  |
| **Signature** |  |
| **Date:** |  |

***Note:*** Where unfavourable comments are provided by a referee, an applicant has a right of reply.

Please discuss with Recruitment before proceeding.