

# Referee's Report

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 13<sup>th</sup> February 2025.

Email: [principal@totaracollege.school.nz](mailto:principal@totaracollege.school.nz)

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?

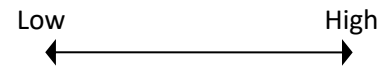
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What opportunity have you had to observe the applicant's Christian life and service?

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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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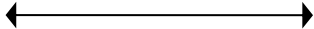


Please circle one  
(1= significant weakness,  
3 = satisfactory/competent,  
5)

2. 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

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Low High  


Please circle one  
*(1= significant weakness,  
 3 = satisfactory/competent,  
 5=excellent )*

4. APPLICANT'S PROFESSIONAL QUALITIES


- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| • 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 |

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Low High  


Please circle one  
*(1= significant weakness,  
 3 = satisfactory/competent,  
 5=top 5%)*

3. APPLICANT'S COMMUNICATION SKILLS

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| • 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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