

Referee Report



GUIDELINE FOR REFEREES

- This report is important in helping us decide an applicant's suitability; please take some time to consider your responses.
- Please be open and honest. This report is confidential and will not be seen by the applicant.
- You may be contacted for further information regarding your responses on this report.
- Completed referee reports should be returned directly to **studentadmin@op.ac.nz**
- Please return this form **WITHIN 5 WORKING DAYS**

Applicant's Legal Name	
Referees Legal Name	
Referees Telephone Number	
Referees Email Address	
In what capacity do you know the applicant? (e.g. employer, supervisor, colleague etc.)	
When did you last see the applicant?	
How long have you known the applicant?	
How well do you know the applicant?	
<input type="checkbox"/> Very well <input type="checkbox"/> To some extent <input type="checkbox"/> Not well at all	
Would you recommend this applicant to a friend or family member in need of health care support? Why or why not?	
Is there any reason you believe why the applicant should not work with children or vulnerable adults? If so, please provide further details:	
Are you aware of any physical, mental or learning disability or other health concern the applicant may have? If so, please supply the details you consider appropriate:	

Continued overleaf

Using the scale below, please indicate your assessment of the applicant's personal qualities					
0: Don't know	1: Outstanding	2: Above Average	3: Average	4: Below Average	5: Causes Concern
Leadership			Perseverance		
Co-operation			Initiative		
Responsibility			Enthusiasm		
Maturity			Reliability		
Adaptation			Ability to relate to others		
Problem solving ability			Concern for people		
Sense of humour			Honesty		
Time management skills			Understanding of equity issues		
Emotionally aware			Manages own stress levels		
Define the personal qualities of the applicant that may help or hinder their success in tertiary study:					
Why do you think the applicant has the academic ability and perseverance to succeed in the chosen course of study?					
Why do you think the applicant will be self-motivated and responsible in relation to study and learning?					
From your perspective, what are the applicant's special interests, and/or skills, activities or experiences?					
Overall Recommendation <input type="checkbox"/> I recommend the applicant without reservation as an excellent prospect for their chosen programme <input type="checkbox"/> I have some reservations about the applicants suitability for their chosen programme <input type="checkbox"/> I have serious reservations and doubt the applicants suitability for their chosen programme					
Please add any further comments you wish to make about your recommendation:					
Signed:			Dated:		