

REFEREE'S REPORT

*To be completed by the **Applicant**:*

Name: _____

Position Applied for: _____

Present Position: _____

Employer: _____

*To be completed by the **Referee**:*

Name: _____

Position: _____

Address: _____

Telephone: Business _____ Private _____

Email: _____

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? _____

Send the completed form to: Janice Couchman
(by 4pm on 16 February 2012) Board Chairperson
15 Maunder St
Marton 4710 NZ

Please mark your envelope CONFIDENTIAL.

Please email admin@rangitikeicollege.school.nz if you require an electronic version of this form.

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 interests 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"/>	
		←	Low		High	→
◆	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
◆	Passionate about teaching and learning.	1	2	3	4	5

Comments:

2. PROFESSIONAL QUALITIES

Capacity to:		Please circle one				
		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		←	Low		High	→
◆	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
◆	Teach a diverse range of students.	1	2	3	4	5
Comments:						

3. RELATIONSHIPS WITH STUDENTS

Capacity to:		Please circle one				
		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		←	Low		High	→
◆	Establish warm and positive relations with student regardless of age, ethnic background and individual abilities.	1	2	3	4	5
◆	Earn respect.	1	2	3	4	5
◆	Encourage and support students to take increasing and appropriate responsibility for own learning.	1	2	3	4	5
◆	Address the needs of Maori and Pacific Island students.	1	2	3	4	5
Comments:						

4. RELATIONSHIPS WITH COLLEAGUES

		Please circle one				
Capacity to:		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		←	Low	High	→	
◆	Lead a successful team.	1	2	3	4	5
◆	Establish excellent working relationships.	1	2	3	4	5
◆	Acknowledge the skill and knowledge of others.	1	2	3	4	5
◆	Gain acceptance and recognition for professional skills.	1	2	3	4	5

Comments:**5. INFORMATION AND COMMUNICATION TECHNOLOGY**

		Please circle one				
Capacity to:		Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
		←	Low	High	→	
◆	Personal ability and skills.	1	2	3	4	5
◆	Vision for its development in schools.	1	2	3	4	5
◆	Attitude to its use as a learning tool for students.	1	2	3	4	5
◆	Ability to harness support and resources for implementation.	1	2	3	4	5

Comments:

