

Employee or Professional Referee Report Form

Instructions for the Applicant

Complete the section below and pass the report to a person whom you wish to act as your employee or professional referee. That person should be a person conversant with your most recent experience.

Murdoch Student Number – leave blank if you have not previously studied at Murdoch University

Applicant Details:

Title:	Surname:
Given Name:	
Address:	
Phone:	Email:

Name of Course applying for

Specialisation: **Clinical / Organisational/ Professional**

Instructions for the Referee

This report is a confidential document on a candidate for admission to Postgraduate Psychology courses. Entry is competitive and we would appreciate your frank comments on the applicant's suitability for admission to the course. This assessment will be treated in the strictest confidence by the Selection Committee and officers of the University, who are required to handle such documents. It is recommended that you keep a photocopy of this referee report in case it goes astray in the post. Please complete this report and send it to:

School of Psychology
Murdoch University
90 South Street
Murdoch WA 6150
Email: PESPG@Murdoch.edu.au

This report should be returned by

- Close of Business Friday 30 October for semester 1 commencement

Please do not return this report to the applicant

Referee's Name	
Position	
Phone:	Email:
Name of Institution:	
Address of Institution:	
How long have you know the applicant?	years
In what circumstances have you know the applicant? (for example as a work supervisor or professional colleague)	

1. Please use one of the following reference groups in developing your ratings and indicate your choice by ticking the appropriate box

- Graduate Student
- Professional psychologist or counselors
- Professional or graduate from any/all other discipline
- Non professional or non graduate

Research Skills

The applicant independently analyses problems; identifies and considers alternatives; understands complex casual relationships and generates ideas around solutions

No opportunity to observe	Excellent skills in this area	Good skills in this area	Average skills in this area	Needs to develop skills in this area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on this attribute

Oral Communication

The applicant effectively expresses him/herself in individual or group situations. The applicant shows good non-verbal communication and listening skills

No opportunity to observe	Excellent skills in this area	Good skills in this area	Average skills in this area	Needs to develop skills in this area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on this attribute

Written Communication

The applicant succinctly expresses ideas and information in written form

No opportunity to observe	Excellent skills in this area	Good skills in this area	Average skills in this area	Needs to develop skills in this area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on this attribute

Initiative

The applicant initiates appropriate action, participates in decision making and demonstrates the ability to work independently

No opportunity to observe	Excellent skills in this area	Good skills in this area	Average skills in this area	Needs to develop skills in this area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on this attribute

Response to Feedback

The applicant is open and appropriately responsive to feedback

No opportunity to observe	Excellent skills in this area	Good skills in this area	Average skills in this area	Needs to develop skills in this area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on this attribute

Conflict Resolution

When dissatisfied the applicant expresses concerns in an appropriate manner and works with others towards a resolution

No opportunity to observe	Excellent skills in this area	Good skills in this area	Average skills in this area	Needs to develop skills in this area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on this attribute

Flexibility

Where appropriate the applicant modifies his/her behaviour, approach or attitude in dealing with the task or problem

No opportunity
to observe

Excellent skills
in this area

Good skills
in this area

Average skills
in this area

Needs to develop skills
in this area

Please comment on this attribute .

Problem Solving

The applicant identifies problems and implements creative solutions

No opportunity
to observe

Excellent skills
in this area

Good skills
in this area

Average skills
in this area

Needs to develop skills
in this area

Please comment on this attribute .

Judgement

The applicant considers alternative courses of action and make sound decisions

No opportunity
to observe

Excellent skills
in this area

Good skills
in this area

Average skills
in this area

Needs to develop skills
in this area

Please comment on this attribute

Planning and Organising

The applicant prioritises and follows through using appropriate resources

No opportunity
to observe

Excellent skills
in this area

Good skills
in this area

Average skills
in this area

Needs to develop skills
in this area

Please comment on this attribute

2. Describe briefly the work undertaken by the applicant while employed by your organisation or while professionally known to you

3. What, if any, do you consider to be his/her outstanding talents or strengths?

4. What, if any, do you consider to be his/her liabilities or weaknesses?

5. Please add any comments which you feel would help in considering the application

6. Based on my experience of the applicant's performance and potential for the proposed course of study, the degree of recommendation

I give the applicant is:

Unreserved support Strong support Fairly strong support Reservation Nil support

because:.....

.....
Signature

Thank you for your assistance

Date...../...../.....