



One Tree Hill
COLLEGE

**Request for Referee's Report
for the position of
Deputy Principal at
One Tree Hill College**

Date: _____

Dear: _____

I am applying for a position at One Tree Hill College and have named you as a confidential referee.

Would you please forward the completed referee's report to:

The Principal
One Tree Hill College
421-451 Great South Road
Penrose 1061
PO Box 17471
Greenlane 1545

It would be appreciated if you could forward your referee's report as soon as possible.

Yours sincerely

Applicant



Referee's Report

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

Name: _____

Present Position: _____

Employer: _____

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

Name: _____

Position: _____

Address: _____

Phone: *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?

YES

NO

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.



Please circle one					
Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>					
← High		Low		→	
1. Personal Qualities					
◆ Bearing and professional appearance					
◆ Sensitivity					
◆ Sense of integrity					
◆ Relationship with other staff					
◆ Approachability					
◆ Flexibility					
◆ Sense of humour					
◆ Resilience					
◆ Social conduct					
◆ Personal motivation					
◆ Enthusiasm					
◆ Confidence					
◆ Innovative thinker					
Comments:					

Please circle one					
Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>					
← High		Low		→	
2. Professional Qualities					
Capacity to:					
◆ Identify new opportunities and action where appropriate					
◆ Grasp knowledge and put ideas into action					
◆ Undertake delegated responsibilities with a minimum of supervision					
◆ Show vitality, initiative, diligence and warmth					
◆ Adopt an analytical approach to problem solving					
◆ Understand and be aware of wider issues, e.g., Treaty of Waitangi					
◆ Initiate and manage change					
◆ Provide a professional perspective on educational issues					
◆ Strengthen/enhance personal professional development					
◆ Collaboratively reach a decision					
Comments:					



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

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

5. Information and Communication <i>Technology:</i>	Please circle one				
	Able to rank: Yes <input type="checkbox"/> No <input type="checkbox"/>				
	←	High	Low	→	
♦ Personal ability and skills					
♦ Vision for its development in schools					
♦ Attitude to its use as a learning tool for students					
♦ Ability to harness support and resources for implementation					
Comments:					



6. Summary	Outstanding No Reservations	Highly Recommend	Recommended Some Reservations	Not Recommended
◆ How would you rank the applicant for the position?				
◆ In your opinion, how might the following groups rank the applicant?				
◆ Students				
◆ Staff				
Comments:				

7. Summary
Please comment on what you believe to be the applicant’s potential to handle the responsibilities of the position. Please emphasise both strengths and weaknesses.
<i>Continue on the back of this page if necessary</i>

Signed: _____

Date: _____

Thank you for taking the time to help us make a sound and careful decision about this appointment.