

# REFEREE REPORT – CONFIDENTIAL

*Macquarie Business School  
Post Work Experience Courses*



**MACQUARIE**  
**University**  
SYDNEY · AUSTRALIA

## APPLICANT DETAILS

**01** Family name or surname

Given names

Telephone

Email

## REFEREE DETAILS

**02** Name of referee

Position

Organisation

Address

Telephone

Email

For how long and in what capacity have you known the applicant?

For what type of management position would you see the applicant being suited in the long run (for example, would you see the applicant's future as a line manager, chief executive officer, adviser or specialist)?

What are the applicant's outstanding strengths and what are the key areas in which the applicant would benefit from development?

## NOTE TO REFEREE

The applicant mentioned has applied for admission to a program at Macquarie University and has nominated you as a referee.

The purpose of this program is to provide an opportunity for students to develop knowledge, abilities, attitudes and understanding which will constitute a foundation for their growth into competent and responsible managers. It would assist the School if you would provide your assessment of the applicant.

This report asks for information that the School finds useful in assessing the applicant's ability to successfully complete the program. The form is provided for your convenience and allows for the relevant information to be supplied in the necessary structure. Any information you provide will be considered strictly confidential.

We are aware that we are asking for considerable time and effort on your part in completing this form. Your assistance in giving this appraisal is very helpful to us and greatly appreciated.

## NOTE TO APPLICANTS:

Once completed by your Referee, please upload this form to your application in the Macquarie Application portal, or send to your Agent / Case Officer.

Please rate the applicant on the following characteristics (tick ( ✓ ) appropriate box). Use what you consider to be general managerial ability as a base for comparison.	<b>Very poor</b> (Lowest 10%)	<b>Poor</b> (Next 25%)	<b>Average</b> (Next 30%)	<b>Good</b> (Next 25%)	<b>Excellent</b> (Top 10%)	<b>Comment</b> (Optional)
Drive to succeed						
Self discipline						
Ability to work with others						
Initiative						
Senior executive potential						
Verbal skills						
Writing skills						
Analytical skills						

Describe the applicant's **key management or professional responsibilities and roles** in the following areas as relevant:

People management

Strategic and operational

Financial

Other

Signature of Referee

Date