

Referee's Report

Name of Applicant: _____

As a nominated referee you are invited to complete this report. A Microsoft Word version may be obtained by emailing sarndra@cornerstone.ac.nz.

You are assured that your report will be considered prayerfully and carefully by the appointment team. You have been named as a referee for the above applicant. Your report is **CONFIDENTIAL** to those involved in the appointment procedures. It would be appreciated if you would express any doubts you have. These will not necessarily preclude an applicant from selection but will assist in assessing him/her for the position.

You are asked to rank the applicant on a scale of 1-5. In the interest of fairness to the applicant please regard a rank of 3 as indicating a very satisfactory/competent standard. 5 therefore represents an exceptional applicant. Where multiple choice options are given please feel free to comment and elaborate if you wish to do so.

While it is not necessary or possible for you to complete every item, you will appreciate that as full a report as possible is likely to be of the most use to the Principal. **Please leave blank any questions you are unable to complete.**

If for some reason you find it impossible to act as a referee you are free to complete only this statement:

I do not wish to submit a referee's report on behalf of _____

Please forward the completed form marked "Confidential" to Braden Simpson, Board Presiding Member, before the closing date.

Name of Referee _____
 Address _____
 Occupation/Position of Referee _____
 Telephone: Day _____ Evening _____
 Email: _____
 Signature _____

1. KNOWLEDGE OF APPLICANT:

How long have you known the applicant and in what circumstances?

What opportunity have you had to observe the applicant's Christian life and service? Give an example.

Is there anything about the applicant's personal life, lifestyle or health which you think the Board should be made aware of?

Low High

Please circle one
(1= significant weakness,
3 = satisfactory/competent,
5 = significant strength)

2. APPLICANT'S PERSONAL QUALITIES:

• Sense of integrity	1	2	3	4	5
• Social conduct	1	2	3	4	5
• Approachability	1	2	3	4	5
• Responds positively to criticism	1	2	3	4	5
• Love of learning and personal upskilling	1	2	3	4	5
• Sense of humour	1	2	3	4	5
• Committed to all students, and appreciative of the many cultural diversities that the school represents	1	2	3	4	5
• Easy to get along with	1	2	3	4	5
• Enjoys education and likes students	1	2	3	4	5
• Flexible	1	2	3	4	5
• Ability to react with appropriateness rather than over-reacting (and the wisdom to know the difference)	1	2	3	4	5
• Intuitive	1	2	3	4	5
• Creative	1	2	3	4	5
• Responds well under pressure	1	2	3	4	5
• Knowledgeable	1	2	3	4	5
• Ability to build rapport	1	2	3	4	5
• Ability to espouse a point of view clearly	1	2	3	4	5

Comments:

Low High



Please circle one
(1= significant weakness,
3 = satisfactory/competent,
5 = significant strength)

3. APPLICANT'S PROFESSIONAL QUALITIES

- | | | | | | |
|---|---|---|---|---|---|
| • Proven ability as a leader in a team-based environment | 1 | 2 | 3 | 4 | 5 |
| • Ability to sustain a positive team culture | 1 | 2 | 3 | 4 | 5 |
| • Ability to work with a variety of individual strengths and lead them productively to achieve the aims of the school | 1 | 2 | 3 | 4 | 5 |
| • Committed to raising student achievement | 1 | 2 | 3 | 4 | 5 |
| • Committed to students as individuals | 1 | 2 | 3 | 4 | 5 |
| • Committed to personal learning professional growth | 1 | 2 | 3 | 4 | 5 |
| • Ability to plan and implement a curriculum framework | 1 | 2 | 3 | 4 | 5 |
| • Knowledge of modern teaching pedagogy/ assessment | 1 | 2 | 3 | 4 | 5 |
| • Is effective in resolving conflict | 1 | 2 | 3 | 4 | 5 |
| • Is a good problem solver | 1 | 2 | 3 | 4 | 5 |
| • Is administratively strong | 1 | 2 | 3 | 4 | 5 |
| • Competent with ICT | 1 | 2 | 3 | 4 | 5 |
| • Ability to lead Christian devotions | 1 | 2 | 3 | 4 | 5 |

4. APPLICANT'S COMMUNICATION SKILLS

- | | | | | | |
|--|---|---|---|---|---|
| • Listening skills | 1 | 2 | 3 | 4 | 5 |
| • Written communication skills | 1 | 2 | 3 | 4 | 5 |
| • Speaking to groups | 1 | 2 | 3 | 4 | 5 |
| • Communicating to large audiences | 1 | 2 | 3 | 4 | 5 |
| • Rapport and communication with parents | 1 | 2 | 3 | 4 | 5 |
| • Rapport and communication with staff | 1 | 2 | 3 | 4 | 5 |

Comments:

5. APPLICANT'S POTENTIAL

Please comment on what you believe to be the applicant's potential to handle the responsibilities of the position applied for. Please emphasise both strengths and weaknesses you feel are important, physical and emotional fitness for the position and/or comment on significant points not covered in the above sections.

6. SUMMARY INDICATOR

If you were in our position, would you appoint the applicant to this position?
(Please circle your appropriate response)

No **Probably Not** **Possible** **Yes with some reservations** **Yes without reservations**

Thank you very much for your time and assistance.