



TUAKAU COLLEGE

Pai rawa atu i nga mea katoa • The very best in all things

CONFIDENTIAL

REFEREE REPORT

Executive Manager

*Please email to secretary@tuakaucollege.com or post to reach us **by 17th September at 4pm.***



REFEREE DETAILS	
Name of applicant:	
Full name of referee:	
Address of referee:	
Telephone (private and business):	
Occupation:	
Position held:	

KNOWLEDGE OF THE APPLICANT
How long have you known the applicant?
What capacity or circumstances did you know the candidate?

ABILITY TO BE A REFEREE FOR THE NAMED APPLICANT
Please tick ☒ the appropriate box ☐ I do not wish to complete this referees report for the above named applicant. (Please send the report back to Tuakau College by email) ☐ I can give the appropriate information and complete this referees report for the above named applicant. (Please carry on and complete and then return to Tuakau College by email)



PERSONAL QUALITIES: Tick ☒ the appropriate box to indicate your preference.

Interpersonal skills	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Is sensitive to others' needs	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Is a good listener and receptive to new ideas	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Acknowledges others and praises their effort	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Builds relationships with staff and students	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Communicates effectively	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Good sense of humour	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Can relax and deal with stress	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Has integrity and is well respected	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Is enthusiastic and a motivator of students	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐

Personal qualities: Please discuss or make comments regarding the candidate's personal qualities for this position. These should include reference to: bearing, appearance/dress, social conduct, sensitivity, diligence and energy, sense of humour, relationships with others, personality, leadership qualities and style (please note any areas of concern).

PROFESSIONAL AND LEADERSHIP QUALITIES: Tick ☒ the appropriate box to indicate your preference.

Can deal effectively with staff issues	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Can give guidance to staff effectively	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Is an effective leader of staff	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐



Is a learner themselves and thrives with PLD	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Is a team player	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Can liaise with many learning areas effectively	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐

Please comment on the Professional strengths the applicant will bring to this position:

Leadership in the teaching profession and community: Please comment on personnel management including such aspects as: leadership of teachers, support staff and students; relationships with others, the applicant's judgement and ability to convert ideas into action; ability to communicate. (Refer to strengths and weaknesses).

ADMINISTRATIVE AND ORGANISING ABILITY: Tick ☒ the appropriate box to indicate your preference.

Is organised and efficient	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Can manage resources effectively	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Is a competent computer user	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Is committed to ICT	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐
Can manage a budget and finances well	A Strength ☐	True ☐	Sometimes ☐	Weakness ☐	Not known ☐



Administrative and organising ability: Comment on such aspects as financial management, budgeting, time management, planning, delegation, management style etc. (Refer to strengths and weaknesses).

WRITTEN COMMENTS

If you would like to make any further comments please write them in the space below or on a separate piece of paper and attach it to this report.



OVERALL ASSESSMENT

Please sum up the suitability and potential of the applicant for the position applied for. Please be frank. As well as emphasising particular strengths, state any reservations you may have.

SUMMARY INDICATOR

Were you in our place, would you appoint the applicant to the position? (Please circle the appropriate response).

No**Probably not****Possibly****Yes, with some reservations****Yes, without reservation**

Signature of Referee

Date

