**Referee Report**

In completing the referee report, you are being asked to provide information about the applicant’s knowledge, skills and ability against particular criteria, as well as general information relating to their performance and conduct. In providing this information, please consider the classification level applicable to this role.

If you are an existing public service employee, please note that the omission of relevant information or the provision of untruthful information by a referee to the referee’s own agency or to another agency may result in a discipline process being commenced.

Information provided in a referee report may be released in accordance with the *Right to Information Act 2009* and may be incorporated into feedback for successful or unsuccessful applicants.

Should your referee report contain any adverse comments that may affect the selection outcome, the panel will discuss these with the applicant.

***Referee Details***

|  |
| --- |
| Name: Role: Organisation: Relationship with the applicant (incl. duration):  |

**Comments against key capabilities**

|  |  |
| --- | --- |
| ***Key Capability One:***  | *Demonstrated leadership of a curriculum, teaching and learning environment, leading to the achievement of quality learning outcomes for all students.* |
| The applicant:* does not generally meet this key capability [ ]
* generally meets this key capability [ ]
* usually exceeds this key capability [ ]
 |
| **Further Comments** |
| ***Key Capability Two:***  | *Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community.* |
| The applicant:* does not generally meet this key capability [ ]
* generally meets this key capability [ ]
* usually exceeds this key capability [ ]
 |
| **Further Comments** |
| ***Key Capability Three:***  | *Capacity to use strategic thinking and analytical skills to influence the educational agenda for state schooling.* |
| The applicant:* does not generally meet this key capability [ ]
* generally meets this key capability [ ]
* usually exceeds this key capability [ ]
 |
| **Further Comments** |
| ***Key Capability Four:***  | *Capacity to manage effectively human, financial and physical resources to deliver high quality organisational outcomes.* |
| The applicant:* does not generally meet this key capability [ ]
* generally meets this key capability [ ]
* usually exceeds this key capability [ ]
 |
| **Further Comments** |
| ***Key Capability Five:***  | *Capacity to develop and maintain an organisational culture based on ethical professional and personal behaviours and corporate values.* |
| The applicant:* does not generally meet this key capability [ ]
* generally meets this key capability [ ]
* usually exceeds this key capability [ ]
 |
| **Further Comments** |
| **Other comments:**  |

**Current or past discipline**

Are you aware of any current discipline process or past discipline findings against the applicant? If so, please provide relevant details.

*In providing this referee report, you are agreeing to consider releasing this applicant for emergent acting vacancies in Central Queensland schools.*

**Referee Name:**

**Date:**

**Signature:**