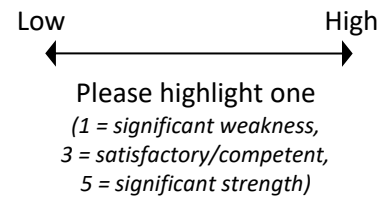


Referee's Report – Administration officer (casual)

Name of Applicant:

As a nominated referee you are invited to complete this **confidential** report. Please scan and email the completed form to Rebecca Jorgensen, Principal's P.A., email: vacancy@cornerstone.ac.nz

Referee's name:	
Referee's phone number:	
Referee's email address:	
How long have you known the applicant and in what capacity?	
What opportunity have you had to observe the applicant's Christian life and service?	
Is there anything about the applicant's personal life, lifestyle or health which you think we should be made aware of?	



1. APPLICANT'S PERSONAL QUALITIES:

• Has a high sense of integrity	1	2	3	4	5
• Has a warm, positive and friendly demeanour	1	2	3	4	5
• Is self-motivated and well-organised	1	2	3	4	5
• Relates well to people of different cultures etc	1	2	3	4	5
• Likes children	1	2	3	4	5
• Has a sense of humour	1	2	3	4	5

Low High
←—————→

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

2. APPLICANT'S PROFESSIONAL QUALITIES

- Works quickly and accurately 1 2 3 4 5
- Competent with modern IT use 1 2 3 4 5
- Efficient and accurate data entry 1 2 3 4 5
- Efficient and accurate cash handling 1 2 3 4 5
- Maintains confidentiality 1 2 3 4 5
- Is able to work flexibly as part of a team 1 2 3 4 5
- Is able to take direction 1 2 3 4 5
- Is able to act with initiative and autonomy 1 2 3 4 5
- Is highly organised and tidy 1 2 3 4 5

Low High
←—————→

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

3. APPLICANT'S COMMUNICATION SKILLS

- Listening skills 1 2 3 4 5
- Oral communication skills 1 2 3 4 5
- Written communication skills 1 2 3 4 5
- Rapport and communication with others 1 2 3 4 5
- Resolves conflict effectively 1 2 3 4 5

4. FURTHER COMMENTS