

## Bachelor of Teaching (Primary)

### Referee Report

#### Confidential to the School of Education and Social Sciences

Thank you for agreeing to contribute to our selection process. Please complete all of the relevant categories when indicating the level of the applicant's personal skills and attributes and your overall recommendation about their suitability. When completed please email the form to [eitbtpsecretary@eit.ac.nz](mailto:eitbtpsecretary@eit.ac.nz) or [bcrene@eit.ac.nz](mailto:bcrene@eit.ac.nz). Information recorded here is confidential to EIT and will not be shared with the applicant.

When making selection decisions, we compare applicants with respect to their capacity for tertiary study and working with Primary aged children, their personal qualities, communication skills and background of interests and involvements. This report is carefully considered at all stages of the selection process. If you have any reservations regarding the applicant's suitability or if there is any other information that would help us make a decision about the applicant, please include it on a separate page.

**Applications cannot be processed until all referee reports are received. Thank you.**

Applicant name:

Referee name:

Phone:

Referee address:

1. I am confident I know the applicant well enough to complete this form and am not related to the applicant.

Yes       No

(If the answer is NO please return this form to the Programme Coordinator, Bachelor of Teaching (Primary), School of Education and Social Sciences, EIT Hawke's Bay, Private Bag 1201, Hawke's Bay Mail Centre, NAPIER 4142)

**a. Please indicate the length of time you have known the applicant.**

**b. Describe the capacity in which you have known the applicant (e.g. personal, colleague, community leader, employer, volunteer, etc.).**

**2. What are the applicant's special interests and skills?**

**3. Please tick the corresponding box below and comment on each quality according to your judgement of the applicant. Please leave blank if you are not sure.**

1 = Highly Satisfactory

2 = Satisfactory

3 = Some Concern

4 = Major Concern

| Qualities                              | 1 | 2 | 3 | 4 | Comment |
|--|---|---|---|---|---------|
| Self assurance                         |   |   |   |   |         |
| Social skills/relationships            |   |   |   |   |         |
| Adaptability/flexibility of thinking   |   |   |   |   |         |
| Diligence                              |   |   |   |   |         |
| Initiative                             |   |   |   |   |         |
| Leadership                             |   |   |   |   |         |
| Reliability                            |   |   |   |   |         |
| Integrity                              |   |   |   |   |         |
| Co-operation                           |   |   |   |   |         |
| Emotional stability/Response to stress |   |   |   |   |         |
| Enthusiasm                             |   |   |   |   |         |
| Perseverance                           |   |   |   |   |         |
| Listening skills                       |   |   |   |   |         |
| Organisation skills                    |   |   |   |   |         |
| Expressing ideas                       |   |   |   |   |         |
| Clarity of speech                      |   |   |   |   |         |
| Cultural awareness                     |   |   |   |   |         |

**4. Does the applicant have effective written communication skills?**

5. Have you had the opportunity to observe the applicant's ability to relate to primary school aged children?

6. Do you consider that the applicant has an understanding of and sensitivity towards equity issues (sexism, racism, disabilities etc.)?

7. Does the applicant have any health conditions (physical/mental) that might affect their training or ability to be a primary school teacher?

8. Are there any special circumstances the selection committee should know about when considering this applicant?

9. Would you be happy to have this applicant teach/coach/care for members of your family?

## 10. RECOMMENDATION

- I recommend the applicant without reservation.
- I have some reservations but would recommend the applicant (please explain below).
- I have some reservations (please explain below).
- I doubt the applicant's suitability (please explain below).
- I think the applicant is unsuitable (please explain below).

Referee signature:

Date:

Please note that applicants are disadvantaged if their referee reports are not returned promptly. Unfortunately material is occasionally lost in the post, therefore we suggest you make a photocopy of this report before sending it to us. Thank you once again for your assistance.

Please email the completed form to [eitbtpsecretary@eit.ac.nz](mailto:eitbtpsecretary@eit.ac.nz) or [bcrene@eit.ac.nz](mailto:bcrene@eit.ac.nz)