

**APPLICANT DETAILS**

Family Name or Surname

Given Names

Telephone (  )

Email

**REFEREE DETAILS**

Name of Referee

Position

Organisation

Address

Telephone (  )

Email

How long have you known the applicant?

What is your work connection with the applicant?

  
  

For what type of management position would you see the applicant being suited in the long run (for example, would you see the applicant's future as a line manager, chief executive officer, adviser or specialist)?

  
  
  

**NOTE TO REFEREE**

The applicant mentioned has applied for admission to a program at Macquarie Graduate School of Management (MGSM) and has nominated you as a referee.

The purpose of this MGSM program is to provide an opportunity for students to develop knowledge, abilities, attitudes and understanding which will constitute a foundation for their growth into competent and responsible managers. It would assist the School if you would provide your assessment of the applicant.

This report asks for information that the School finds useful in assessing the applicant's ability to successfully complete the program. The form is provided for your convenience and allows for the relevant information to be supplied in the necessary structure. Any information you provide will be considered strictly confidential.

We are aware that we are asking for considerable time and effort on your part in completing this form. However, far more applications are received than there are places available and it is necessary to select carefully those applicants to be admitted. Your assistance in giving this appraisal is very helpful to us and greatly appreciated.

**PLEASE RETURN  
YOUR REPORT BEFORE  
THE APPLICATION  
CLOSING DATE TO:**

The Applications Officer  
Student Services Centre  
MGSM  
Macquarie University NSW 2109

or email to:  
sscadvise@mgsm.edu.au

Please rate the applicant on the following characteristics (tick (✓) appropriate box). Use what you consider to be general managerial ability as a base for comparison.

	<b>VERY POOR</b> LOWEST 10%	<b>POOR</b> NEXT 25%	<b>AVERAGE</b> NEXT 30%	<b>GOOD</b> NEXT 25%	<b>EXCELLENT</b> TOP 10%	<b>COMMENT</b> OPTIONAL
Drive to succeed						
Self discipline						
Ability to work with others						
Initiative						
Senior executive potential						
Verbal skills						
Writing skills						
Analytical skills						

What are the applicant's outstanding strengths?




What are the key areas in which the applicant would benefit from development?




Do you have any comments about the applicant undertaking a demanding postgraduate program in respect to his/her:

1. Motivation




2. Aptitude to study




3. Time Management




Signature of Referee

Date:

/
/

If you have any questions regarding the completion of this referee report, call MGSM on +61 2 9850 7829 or email [sscadvice@mgsm.edu.au](mailto:sscadvice@mgsm.edu.au).