

UNDERGRADUATE AND HONOURS BURSARIES

EMPLOYMENT REFERENCE — 2020

CONFIDENTIAL



Graduate Women Qld Inc. Sunshine Coast Branch (GWQ-SC)

Affiliated with Australian Federation of Graduate Women (AFGW).

"AFGW is the voice of graduate women promoting the advancement of women worldwide and their equality of opportunity, through initiatives in education, friendship and peace."

INSTRUCTIONS FOR BURSARY APPLICANTS

- This form must be given to your current employer
- If you do not have current or recent employment, you may lodge two academic references
- Your referee is requested to lodge the form directly with USC—not through the applicant
- It is your responsibility to follow up with your referee, and USC will not advise or disclose if the reference has been received
- Submission by your referee is by email to: scholarships@usc.edu.au and must be received by the closing date: **Friday 3 April 2020**

CRITERIA

Interaction with colleagues; understanding of diversity; awareness of self and impact on others:	<input type="checkbox"/> Interacts well, positive, constructive	<input type="checkbox"/> Good awareness, constructive	<input type="checkbox"/> Mostly aware and constructive	<input type="checkbox"/> Adequate
Interaction with public, clients, customers or other stakeholders:	<input type="checkbox"/> Always positive, professional and empathetic	<input type="checkbox"/> Acts professionally	<input type="checkbox"/> Positive	<input type="checkbox"/> Adequate
Adjusts communication style and has appropriate and relevant written/verbal communication skills:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average
Understands employer expectations (eg punctual, reliable, diligent, ability to gain consensus):	<input type="checkbox"/> Exemplary in meeting all expectations	<input type="checkbox"/> Meets all expectations	<input type="checkbox"/> Meets most expectations	<input type="checkbox"/> Usually meets most expectations
Independence, responsibility and initiative:	<input type="checkbox"/> Consistently demonstrated	<input type="checkbox"/> Often demonstrated	<input type="checkbox"/> Demonstrated with some assistance	<input type="checkbox"/> Needs direction

Comments:

Referee's name:

Referee's role within the work organisation:

Referee's telephone number:

Referee's email address:

Bursary applicant's name:

Place of employment:

SUBMISSION

Please submit this form by email to scholarships@usc.edu.au by the due date: **Friday 3 April 2020**