



**Application for
Graduate Certificate in Business Administration (Executive) or
Executive Master of Business Administration
Referee Report**

Referee Recommendation

This proforma has been forwarded to you as a referee for the applicant of the RMIT University Graduate Certificate in Business Administration (Executive) or Executive Master of Business Administration program. You have been selected because you work with the applicant in a supervisory capacity or in a peer professional capacity and the University would appreciate your view to assist with the selection process and if the applicant is suitable for the program.

Name of Applicant:			
Application/Student ID:			
Application Program:			
Name of Referee:			
Position of Referee:			
Name of Referee's Organisation:			
Organisation Address:			
Suburb/Town:		State:	
Country:		Postcode:	
Referee Email:		Referee Phone:	

How long and in what capacity have you worked with the applicant?

From your observations of the applicant's performance, what potential do you see the applicant has in a managerial/leadership role? Please use examples to support your view.

Table 1: How would you rate the applicant on the following qualities?

	Excellent (top 10%)	Good (next 20%)	Average (middle third)	Poor (bottom third)	Do not know
Motivation to succeed					
Commitment					
Intellectual curiosity					
Personal reflection					
Written communication					
Oral communication					
Leadership					
Initiative					
Collaborative approach					
Organising ability					

*See guidelines for ratings in the Appendix.

Does the applicant have sufficient motivation and capacity to undertake postgraduate studies? If yes, please explain why.

Your recommendation:

Based on my observations of the applicant’s leadership skills and commitment to personal development, as a referee, I support this application.

Signature of Referee: _____

Please return this report to the applicant for submission with their online application.

Alternatively, you may also choose to provide this directly to the RMIT Admissions Office at rmit.connect@rmit.edu.au.

Appendix:

Guidelines for the ratings in Table 1:

	Excellent (top 10%)	Good (next 20%)	Average (middle third)	Poor (bottom third)	Do not know
Motivation to succeed	The candidate always shows strong inherent motivation to achieve success and career aspirations.	The candidate shows motivation to achieve success.	The candidate is motivated to achieve success when there is pressure from external parties.	The candidate is lack of self-motivation towards goals.	Not able to comment.
Commitment	The candidate is strongly committed to achieving goals and shows resilience and adaptability when facing difficulties.	The candidate is normally committed to achieving goals and taking responsibilities.	The candidate has an average commitment to achieving goals and taking responsibilities.	The candidate is lack of commitment to achieving goals.	Not able to comment.
Intellectual curiosity	The candidate is open minded, curious and passionate to learn new areas which may step outside their comfort zone.	The candidate is willing to learn new areas which may step outside their comfort zone.	The candidate is willing to learn new areas that they are comfortable with.	The candidate hesitates to step of their comfort zone to learn new areas.	Not able to comment.
Personal reflection	The candidate is very good at reflecting on personal strengths and weaknesses and seeking personal growth from fresh experiences.	The candidate is good at reflecting on personal strengths and weaknesses and seeking personal growth from experiences.	The candidate can reflect on personal strengths and weaknesses.	The candidate is lack of reflection on personal strengths and weaknesses.	Not able to comment.
Written communication	The candidate possesses excellent communication skills and is able to write clearly, succinctly and in a manner that appeals to a wide audience	The candidate is able to write clearly, succinctly and in a manner that appeals to a wide audience with minimum	The candidate is able to write clearly and communicate to a wide audience.	The candidate has poor written communication skills and is not able to communicate to a wide audience properly.	Not able to comment.

	with minimum grammatical errors.	grammatical errors.			
Oral communication	The candidate possesses excellent oral communication skills and is able to express themselves impressively to a wide range of audiences.	The candidate possesses good oral communication skills and is able to express themselves comfortably to a wide range of audiences.	The candidate possesses average oral communication skills.	The candidate is lack of proper oral communication skills.	Not able to comment.
Leadership	The candidate possesses strong leadership skills and is able to lead and motivate a team to achieve success even in a complicated environment.	The candidate possesses good leadership skills and is able to lead a team to achieve success.	The candidate possesses average leadership skills and can somewhat lead a team to achieve goals.	The candidate is lack of leadership skills.	Not able to comment.
Initiative	The candidate has a strong initiative to do things without being asked, solve problems by conducting independent research, and go out of way to continue learning and growing.	The candidate has a good initiative to do things without monitoring, solve problems that others may not have noticed needed solving.	The candidate has an average initiative to do things without monitoring.	The candidate is lack of initiative to do things without monitoring.	Not able to comment.
Collaborative approach	The candidate always works well within a team and has a harmonious relationship with other team members from various backgrounds.	The candidate works well within a team and has a harmonious relationship with other team members.	The candidate normally works well within a team.	The candidate is hard to work with and does not possess team spirit.	Not able to comment.
Organising ability	The candidate is well organised and is able to handle complex tasks with good plans and knows how to prioritize.	The candidate is fairly organised when dealing with multiple challenges.	The candidate is a relatively organised person though sometimes can be lack of forward planning.	The candidate is not an organised person.	Not able to comment.