

THE UNIVERSITY OF DODOMA

EMPLOYMENT REFEREE'S FORM

Name of Applicant

THE APPLICANTS PERSONAL ATTRIBUTES					
S/No	MAIN FACTORS	QUALITY ATTRIBUTE	GRADE		
1	WORKING RELATIONSHIPS	Ability to work in team			
		Ability to get on with other staff			
		Ability to gain respect from others			
2	COMMUNICATION AND LISTENING	Ability to express in writing			
		Ability to express orally			
		Ability to listen and comprehend			
		Ability to train and develop subordinates			
3	MANAGEMENT AND LEADERSHIP	Ability to plan and organize			
		Ability to lead, motivate and resolve conflicts			
		Ability to initiate and innovate			
		Ability for resilience and persistence			
4	PERFORMANCE IN TERMS OF QUANTITY	Ability to meet demands			
		Ability to handle extra work			
5	RESPONSIBILITY AND JUDGEMENT	Ability to accept and fulfil responsibilities			
		Ability to make right decisions			
6	CUSTOMER FOCUS	Ability to respond well to customers			
7	LOYALTY	Ability to demonstrate followership skills			
		Ability to provide ongoing support to supervisor(s)			
		Ability to comply with lawful instructions of supervisors			
8	INTEGRITY	Ability to devote working time exclusively to work related duties			
		Ability to provide quality services without need for any inducements			
		Ability to comply with institutional rules and regulations			
		Ability to behave in trustworthy manner			
		Ability to apply knowledge abilities to benefit Government and not for personal gains			
How long have you known the applicant?					
In What capacity?					
How do you rank the applicant in the following areas?					
	Excellent	Very Good	Good	Satisfactory	Poor
Intellectual ability					
Capacity of original thinking					
Maturity					
Motivation to conduct lectures					
Motivation to conduct research					
Motivation to conduct consultancy work					
Motivation to offer service to the public					

Other capabilities/talents worth mentioning		
What do you consider to be the applicant's weakness		
What is your recommendation on the suitability of the applicant to the applied position? (you may use additional paper, if necessary)		
<i>Overall recommendations on the applicant's suitability for academic / administrative positions (tick \checkmark only one box below)</i>		
<input type="checkbox"/> Contributor	He has been always showing consistent achievement toward meeting established performance expectations.	
<input type="checkbox"/> Below Contributor	He has been showing deficiencies which interfere with the attainment of performance expectations.	
<input type="checkbox"/> Not Contributor	He can neither be entrusted to handle students nor administrative duties at the institution of higher learning	
Give any additional comments that you consider relevant about the applicant		
Referee's name and contacts:		
Name	Title	Institution
Postal Address	Telephone (Landline)	Telephone (Mobile)
Fax	E-mail	
Signature	Date:	

Grading Scale: (5 – Excellent), (4 – Very Good), (3 – Good), (2 – Satisfactory), (1 – Poor)