

GRADUATE AND RPL Students Eligibility Assessment

To be completed with the application **ONLY** by graduate or RPL students to document the minimum required work experience. More than one form can be completed by current and past employers to document the minimum work experience required to apply.

APPLICANT'S FULL NAME:			
CAMPUS:	STUDENT ID TYPE:	STUDENT ID NUMBER:	PROGRAMME TITLE:
EMPLOYER (BUSINESS NAME):	NAME OF SUPERVISOR:	TITLE/POSITION OF SUPERVISOR:	PHONE NUMBER:
EMAIL ADDRESS:	WEBSITE ADDRESS:	ADDRESS OF BUSINESS:	EMPLOYEE JOB TITLE:
EMPLOYEE'S JOB RESPONSIBILITIES:		FOR HOW LONG HAS THE APPLICANT BEEN EMPLOYED IN YOUR ORGANISATION: () UNDER 1 YEAR () 1-2 YEARS () 3-4 YEARS () 5 YEARS +	

How would you rate the employee in the following areas:

	Below Average	Above Average	Very Good	Good	No Basis
Professional Achievement					
Intellectual promise					
Communications Skills (listening, verbal, written)					
Computer/Technical Literacy Basic understanding of computer hardware and software, especially word processing, spreadsheets, and email.					
Flexibility/Adaptability/Managing Multiple Priorities. Ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.					
Disciplined work habits					
Maturity					
Motivation					
Leadership					
Integrity					
Reaction to setbacks					
Concern for others					
Self-confidence					
Interpersonal Abilities. Ability to relate to co-workers, inspire others to participate, and mitigate conflict with co-workers.					
OVERALL					

In what ways would you say the employee is an effective worker?

Would you consider promoting him/her upon completion of this programme? _____

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Please return this form along with a formal written reference demonstrating the employee's abilities and his/her suitability for a Masters Program. Please sign and stamp/seal references.

Name of Manager

Date

Signature