

Shift/ Line Manager Reference Form

Note to Line Manager/ Shift Manager: All Graduate Program applicants require a nomination form from their Line or Shift Manager to be considered for the program. Please also make sure you discuss the graduate's application with your HR Manager and have them sign the bottom of this form.

Graduate Reference Check

Please complete the below box in capital letters

Employee's Name		Employee Number	
Graduate Stream		Employee Contact Number	
Manager Name		Manager Position	
Store Number / Name		Division	

Questions

1. How long has the applicant worked with you and your team?

2. Can you briefly please explain their position and any key responsibilities?

3. Have they ever been assigned Management Responsibilities including Management Relief's?

No Yes If answered 'Yes' please provide details:

4. Have there been any counselling's or performance issues?

No Yes If answered 'Yes' please provide details:

5. Why do you recommend them for the Graduate Program? Please give as much detail as possible



6. Please tick the box that best evaluates the employee's performance in relation to the requirements of their current job.

Area	Below	Meets Current Role Expectations	Exceeds
Quality of Work			
Attendance and Reliability			
Personal Presentation			
Work Ethic			
Attitude / Enthusiasm			
Customer Service			
Ability to work without Supervision			
Ability to correctly follow procedures / instructions			
Leadership / management potential			
Ability and attitude in working as part of a team			
Communication skills			
Honesty and Integrity			
Initiative			
Problem Solving skills			

7. What would you suggest are the development opportunities that would assist their career progression?

Comment and Sign off

Line Manager Name:		Contact Number:	
Line Manager Signature:		Date:	
HR Managers Name:		Contact Number:	
HR Managers Signature:		Date:	

8. Do you have any further comments?

Please fax completed forms to (02) 8888 4449 by Wednesday 24th March 2010.

 Norwest Support Office use only:

Verified By:		Date:	
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