

Confidential**EMPLOYER REFERRAL FORM****Applicant's particulars**

Please forward this form to your employer for completion. Your employer must have supervised you and must not be related to you. If you are self-employed, you may request a business associate of managerial level to fill this form. This business associate must not be your relative.

Name as in NRIC/passport	Application no.
Course(s) applied for	

To: The referee

The above-named applicant is applying for admission to NUS. The Office of Admissions would appreciate receiving a confidential report from his/her employer (supervisory level and above) or business associate by **1 April 2016**. Thank you.

1. How long have you known the applicant and in what capacity?

--

2. Among the employees at a similar level whom you have known in recent years, how would you rate the applicant? (Please ✓ one of the boxes below)

<input type="checkbox"/> Excellent (Top 5%)	<input type="checkbox"/> Average (middle 30% to 70%)
<input type="checkbox"/> Very good (Top 15%)	<input type="checkbox"/> Poor (Bottom 30%)
<input type="checkbox"/> Good (Top 30%)	<input type="checkbox"/> Unable to judge

3. Please ✓ your rating of the applicant in the following categories:

	Poor	Average	Good	Very good	Excellent
1. Analytical ability					
2. Initiative and resourcefulness					
3. Quality of work					
4. Commitment					
5. Leadership potential					
6. Motivation					
7. Ability to work well under pressure					
8. Self-confidence					
9. Oral Communication skills					
10. Written communication skills					

Note: To help you with the assessment, descriptions of these qualities are attached in Appendix I.

4. Please rate the applicant's ability to complete the undergraduate course.

<input type="checkbox"/> Definitely	<input type="checkbox"/> Not sure
<input type="checkbox"/> Very likely	<input type="checkbox"/> Unlikely
<input type="checkbox"/> Likely	

5. Do you recommend the applicant for admission to NUS? (Please ✓ one of the boxes below)

<input type="checkbox"/> Strongly recommend	<input type="checkbox"/> Recommend with some reservations
<input type="checkbox"/> Recommend	<input type="checkbox"/> Do not recommend

6. Do you have any other comments to support his/her application?

Signature of referee

Date

Name of referee		
Designation		
Tel no	Fax no	Email
Name and address of company/organisation		
Rubber stamp of company/organisation		

*To ensure confidentiality, the employer should complete this form, seal it an envelope, sign on the sealed flap of the envelope, then forward the envelope to the candidate. The candidate should post or hand deliver the sealed envelope to reach the Office of Admissions, National University of Singapore, University Town, 2 College Avenue West #01-03, Singapore 138607 by **1 April 2016**.*

APPENDIX I

1. Analytical ability

Power of comprehension and ability to analyse problems and situations, and develop effective and viable solutions.

2. Initiative and resourcefulness

Enterprising, able to take effective action without being told.

3. Quality of Work

Maintains a high standard of professionalism in his work.

4. Commitment

Has the determination to dispose of work on schedule even in the face of difficulties. Is committed to the completion of his job to the best of his ability under varying circumstances.

5. Leadership potential

Demonstrate managerial skills and is able to inspire confidence and respect from peers. Lead by example: a good role model for the team.

6. Motivation

Shows interest and enthusiasm. Exhibits a sense of dedication to his work. Actively seeks to acquire further knowledge and skills for the job.

7. Ability to work well under pressure

Able to withstand pressure of work or the tension of an unexpected situation and remain calm and effective.

8. Self-confidence

Believes in one's own ideas and abilities, is sure of himself or herself, and is able to work responsibly and independently.

9. Oral communication skills

Is able to speak English clearly and fluently.

10. Written communication skills

Is able to write English effectively.