

(For office use only) Reference:



Department
of
Human
Resources.

Redeployment Reference Request Form

For completion by the Head of Department / Line Manager

Name of Referee:

Department:

Expiring Post Title:

Capacity in which the candidate is known to you:

How long have you known the candidate?

Length of employment (if applicable):

Has the member of staff been subject to any formal performance management / disciplinary action within the last 12 months (please tick)?

YES

NO

If yes, please supply details:

Please complete this table by ticking the appropriate boxes to show how, in your experience, the candidate meets the listed criteria:

Criteria	Poor	Fair	Good	Excellent
IT skills, inc. Microsoft Office				
Team-working skills				
Ability to work under pressure				
Communication skills:				
Customer service skills				
- verbal				
- written				
Ability to work on own initiative				
Ability to prioritise workload				

Ability to work flexibly				
Accuracy and quality of work				
Timekeeping				
Attendance				

If you would like to make any additional comments, please attach them on a separate sheet.

Head of Department / Line manager:

Signature: Date:

Many thanks for providing this information.

Please return this form together with the Redeployment Skills Analysis Form (Form R1) to the
Department of Human Resources - Business Support.

To ensure that the University of Sheffield meets its obligations under the Data Protection Act 1998, departments should ensure that a copy of this form is retained by the recruiting department, to provide feedback to unsuccessful candidates. This information should be stored as confidential information for a maximum of 6 months from the date of receipt, after which it should be disposed of confidentially, e.g. shredded.