

## Referee reports

All applicants who are offered an interview must provide 2 **original** referee reports on the [MNHHS template](#). MNHHS does not accept referee reports on other templates.

To avoid missing out on a position, it is important that you carefully follow the requirements for referee reports.

## Frequently asked questions

### Who can be a referee?

Referees must meet one of the following criteria:

- Nursing/midwifery clinical facilitator from the applicant's final year of study or nurse unit manager/preceptor who has been directly responsible for the applicant's clinical placement supervision for 2 weeks or more full-time (or a minimum of 80 hours placement) and has direct knowledge of clinical performance.
- or
- Current line manager (or previous line manager from within the last 2 years, if not currently employed) who has a direct supervisory role. This does not need to be a nursing/midwifery position.
- or
- Supervisor for a volunteer position (e.g. St John's Ambulance, Red Cross, sports coaching). The referee must be a direct supervisor of the applicant.

### Do I need to provide referee reports from specific referees?

You **must** provide a referee report from:

- A nursing/midwifery clinical facilitator from your final year of study or nurse unit manager/preceptor who had direct responsibility for your clinical placement supervision for 2 weeks or more full-time (or a minimum of 80 hours placement) and who has direct knowledge of your clinical performance.

If you are currently (or previously) employed full-time, part-time or casually (does not need to be a nursing/midwifery position), you **must** also provide a report from:

- Your current line manager (or previous line manager from within the last 2 years, if not currently employed) who has a direct supervisory role for your position.

### I work in a nursing home and rarely have any contact with my line manager. I do work every shift with the same enrolled nurse. Can he/she be a referee?

Referee reports will not be accepted from:

- Work colleagues – only someone with direct supervisory responsibility can be a referee.
- Family friends or people who may have known you for a number of years.
- High school principals and teachers.

### What if I do not have a current line manager or volunteer supervisor?

If you are not currently in paid employment or working in a volunteer capacity, then you will need to provide a second referee report from a clinical supervisor from your final year of study.

### Can I submit a referee report on the template located on the graduate portal?

No, MNHHS requires referee reports to be completed on the MNHHS Referee Report Template.

## Can my referee forward the referee report directly to MNHHS?

You are required to present your signed referee report at the time of your interview. Reports will not be accepted prior to interview. Instructions have been included on page 3 of the Referee Report Template in relation to report submission.

## Can my referee email me a copy of the completed referee report?

Referee reports which are returned to you via email must be in PDF format and forwarded from the referee's work email account, not a personal email account. Emails must include the declaration outlined below:

*I, <insert name> have completed this referee report and returned it via email to the nursing/midwifery graduate applicant whose name appears on the top of this referee report. This report includes my signature and is a true and accurate reflection of my knowledge of the applicant. The applicant is requested to bring the referee report and this email to their interview.*

You are required to bring the signed referee report **and** the referee email to your interview.

Only original hand signed (or electronically signed) PDF reports will be accepted.

## What if my referee wishes my referee report to remain confidential until viewed by the selection panel?

Referees who do not wish referee reports to be viewed by the applicant prior to review by the selection panel should indicate by ticking the box on page 3 of the report and placing the report in a sealed envelope. Referees are required to sign across the seal of the envelope. The report must still be returned to the applicant.

## What if I am having difficulty obtaining my referee reports or do not have referees who meet the criteria?

It is your responsibility to provide suitable referee reports at the time of interview. If you are having difficulty contacting your referees and have tried every available avenue, including contacting the School of Nursing/Midwifery at your university for a clinical facilitator report, you will need to contact Nursing and Midwifery Graduate Recruitment at the facility where your interview is scheduled. This is to occur no later than 48 hours prior to your scheduled interview.

## What if I have questions in relation to the referee report?

Any questions in relation to referee reports or other aspects of the graduate recruitment process should be directed to the Nursing and Midwifery Graduate Recruitment Team. Contact details are included with your interview notification.

## How long will my referee report remain valid?

Referee reports are valid for 12 months from the date signed by the referee.