

EXAMPLES

Referee Report

Be specific about how you know the applicant. Personal reference to work in the application is a great indicator. Give your personal opinion of her skills and ability.

Example question:

Please describe briefly the context in which you know the applicant and their work. Please indicate if your relationship with the applicant is as a supervisor/work colleague/other.

Good response:

I have known Eve since she joined our team 7 years ago. Eve and I have worked together on various projects (including log book entry 6 and 9) in this time and I am also familiar with other major projects she has worked on.

Eve is an extremely capable researcher, with a good and broad mastery of theory and practice in human factors and behavioural research. She was always able to demonstrate excellent general skills too, such as being able to converse effectively with senior staff up to exec level, as well as leading junior and inexperienced team members on projects. She is well-rounded, and certainly has a devotion to learning.

Poor response:

I have known Eve as a student at the university. I taught her and helped her when she was doing her degree course. I kept in touch with her after graduation and I remain supportive in her career as well.

Keeping in touch does not necessarily mean you know about her work. Say more than you could have learned from her CV.

Mentor Report

Be specific in your opinion about the applicant's skills, knowledge and competence in HF.

Example question:

Please comment on the applicant's range of knowledge across the competency areas.

Good response:

Adam has an excellent breadth of knowledge across the competency areas having completed such a broad range of projects over the period of 18 years. He has very specific world-leading expertise in applying human factors within incident investigation, but has also covered a range of design, assessment and analysis projects. Adam has significant breadth and depth of knowledge and an excellent ability to deliver this to resolve practical issues. I have absolute confidence in his technical capabilities and have no reservations recommending him.

Poor response:

Adam has worked on some quite complex projects and shown a systematic approach to his work. I am most familiar with a large study he worked on, which I reviewed as part of my work for a client we both share. This was an extremely complex project that required careful planning, execution and delivery and has been well regarded by a very mature human factors team.

Don't be vague. Give an example of the applicant's input to any project and the skills he showed.