



Elevate @ SMU Referee Report

To : The Applicant

1. Please forward this report to your employer for completion. Your employer must not be related to you, and must have supervised you. If you are self-employed, a business associate who must not be related to you may act as your referee.

Applicant's Name _____

Course applied for _____

Application number _____

To: The Referee

2. The above-named is applying for admission to SMU. We request you to provide an honest assessment of him/her and your recommendation. Your assessment and recommendation will be kept confidential.
3. After completion, please email this form, together with any other supporting documents in a pdf to Office of Undergraduate Admissions & Financial Assistance at admissions@smu.edu.sg **Please do not pass the report to the applicant for submission to SMU.**

Name of referee _____

Job Title _____

Company's Name _____

Contact number _____

Email address _____

How long you know the applicant and in what capacity? _____

4. Please rate (tick ✓) the applicant in the following competencies:

	Competencies	Unable to comment	Below Average	Average	Good	Outstanding
1.	Aptitude and positive attitude					
2.	Critical thinking					
3.	Oral communication skill					
4.	Written communication skill					
5.	Leadership qualities					
6.	Teamwork					
7.	Resilience and adaptability					
8.	Commitment					

5. Overall recommendation (Please tick ✓ one below)

- Strongly recommend
- Recommend
- Recommend with reservations.
- Do not recommend.

6. Please summarise your reasons for your recommendation above, stating, where relevant, your observations about the applicant. This will help us in evaluating his/her suitability admission to SMU (not more than 500 words).

Descriptors for Competencies

1. Aptitude and Positive Attitude

Actively seeks opportunities to take on the most demanding and difficult work tasks. Takes initiative in work matters. Can be counted upon to accomplish work tasks.

2. Critical/Analytical thinking

Ability to analyse problems and situations, and implement solutions effectively.

3. Oral communication skill

Ability to convey information using spoken words, listen attentively, and clarify any doubts.

4. Written communication skill

Ability to convey information using words and sentences.

5. Leadership qualities

Ability to demonstrate leadership skills, and motivate the team. Is a role model for the team.

6. Teamwork

Works collaboratively with others to achieve common goals.

7. Resilience and adaptability

Ability to withstand and overcome challenges/stress/changing environment, and remaining calm and in control. Ability to work well under pressure.

8. Commitment

Committed in discharging work responsibilities, even under the most difficult circumstances.