



Referee's Report

Application for Academic Posts

University of Peradeniya

Thank you for taking time to provide a referee report.

As a referee, you play a vital role in the selection process. Please read the following instructions carefully before completing your report.

Note:

You are kindly requested to send the completed report under **confidential cover**, clearly marked with "**Name of the Applicant, Post applied for & Department**" on the top left-hand corner of the envelope. The report should be sent **directly to Vice Chancellor, University of Peradeniya, Peradeniya 20400** by registered post.

The University will take all necessary steps to ensure the confidentiality of the referee's report.

Please highlight the candidate's key achievements. (*You may use an additional sheet if you wish to provide further observations about the applicant*)

1. Full Name of the Applicant:

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2. Post Applied for:

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3. Department:

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4. Faculty:

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(Item No. 5 to 8 to be filled by the Referee who is kindly requested to indicate his frank opinion of the applicant's suitability for the post by making his assessment as objective as possible)

5. For how long have you known the applicant:
(With the time periods)

6. The capacity in which you have known the applicant:
(i.e., Employer, Teacher, Tutor, Supervisor, Head of the Department or Institution, Co-worker, others (specify))

7. Your assessment of the following attributes of the applicant:



Rating Scale

- A – Excellent
B – Good
C – Average
D – Poor
E – It was not possible to assess

Rating (With Remarks)

- a) Intellectual Capacity
(analytical & reasoning)
- b) Interest in Academic/
Research pursuit
- c) Commitment to duty
- d) Responsibility
- e) Discipline
- f) Ability to work as a
member of a team
- g) Honesty & Integrity
- h) Overall assessment of
suitability for the post

8. Free comments:

(Provide additional comments to emphasise the applicants strengths and weaknesses)

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Signature of the Referee:
Name of the Referee:
Designation:
Official Address:
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E mail:
Phone No:
Date: