***University of Galway* RELEVANT EXPERIENCE REFERENCE**

|  |  |  |
| --- | --- | --- |
| **Applicant’s Name:** | **Applicant’s Occupation/Role: (on which this reference is based)** | |
| **Referee’s Name:** | | **Referee’s Email Address** |
| **Referee’s Occupation/Role** | | **Referee’s Address**  **Tel:**  Please provide contact telephone number. |
| **Dates you worked with the applicant** (month & year)  From To | |

|  |  |
| --- | --- |
| 1 How many references have you ever written for applications to Clinical Psychology Training Courses?  0 1-3 4-6 more than 6 | |
| 2 Compared with other applicants to Clinical Psychology Training Courses you have written references for, where would you place this applicant on a scale of 1-5?  ***1 is much worse than others*** 1 2 3 4 5 **5 is the best** Unable to rate | |
| 3 I have known the applicant for:  less than one year  one to two years  over two years | 4 I know the applicant:  casually  fairly well  very well |
| 5 Would you engage/ employ the applicant in a similar capacity again?  Yes No Unsure Can’t comment | |
| 6 How would you rate their ability to form positive working alliances with clients and colleagues?  ***1 IS LOW*** 1 2 3 4 5 **5 IS HIGH** Unable to rate | |
| 7 How would you rate their ability to use supervision effectively?  ***1 IS LOW*** 1 2 3 4 5 **5 IS HIGH** Unable to rate | |
| 8 How would you rate their ability to communicate complex/sensitive information to clients and colleagues?  ***1 IS LOW*** 1 2 3 4 5 **5 IS HIGH** Unable to rate | |
| 9 How would you rate their ability to reflect on their own performance and on their strengths/weaknesses?  ***1 IS LOW*** 1 2 3 4 5 **5 IS HIGH** Unable to rate | |
| 10 How would you rate their ability to organise their workload under pressure?  ***1 IS LOW*** 1 2 3 4 5 **5 IS HIGH** Unable to rate | |
| 11 What is your overall judgement of their ability to successfully complete a clinical psychology training course?  I have significant doubts about their ability to complete a course  I think they would struggle to get through a course  Although they have some strengths I think they would struggle in some areas  I think they would manage most areas of the course well  I think they would have no difficulty in any area of the course  Cannot comment | |

Please comment on the applicant’s suitability, bearing in mind the following:

Please consider your duty of care to Clinical Psychology Training Courses and ultimately to the public, as well as your duty of care to the applicant. You can help Clinical Psychology Training Courses choose the best applicants by being clear about an applicant’s weaknesses as well as detailing their strengths.

Thank you for your help.

1. **Please comment on the applicant’s intellectual competence:**
   1. **Does the applicant show evidence that they can think creatively about their work?**
   2. **Are they able to apply their knowledge e.g. by showing ingenuity in problem-solving?**
   3. **Is the applicant suited to a further period of intensive academic work alongside demands of a more practical kind?**
   4. **Is the applicant’s written work of an appropriate standard?**
2. **Please comment on the applicant’s performance in the work situation: can the applicant meet the requirements of their post; do they appear motivated; are they capable of striking the right balance between autonomy and responsiveness to supervision?**
3. **Please comment on the applicant’s interaction with colleagues and/or clients: does the applicant show a capacity to relate appropriately; to show sensitivity; to be resilient in the face of difficulties?**

|  |  |
| --- | --- |
| Signature | Date |

Whilst it is University of Galway policy to keep references confidential, due to data protection law this cannot be guaranteed. If an applicant requests a copy of a reference we will contact you for your authorisation to release it. However, please assume that applicants may be able to see the reference. Information on data protection legislation in Ireland is available here: [www.dataprotection.ie](http://www.dataprotection.ie)

Please note: you should not normally act as a referee for your close relations or members of your immediate household. In other words, the applicant should not have a personal connection with you.

Completed references can be sent directly to: **clinicalpsychology@universityofgalway.ie**

**Where references are sent directly to the above address by referees, applicants must upload a note to CRM in the relevant section online to indicate that this is the case and provide the name and contact details of the referee(s).**

Version: 310823