



SAMPLE EXPERIENCE REFERENCE

References should be written by **only one person** and should reach us by **1 December 2021**.

References are an important part of the selection process. Not providing a reference could adversely affect the candidate's application, as could being unable to address a significant number of the questions in the reference.

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

Whilst it is Clearing House 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. For information on data protection and privacy, please see our website: www.leeds.ac.uk/chpccp/dataprotection.html

Applicant's Name:

Applicant's Occupation/Role (on which the reference is based):

Dates you worked with the applicant (month & year):

From To

Referee's Name:

Referee's Occupation/Role:

Referee's Email Address:

Referee's Address:

1 How many references have you ever written for Clearing House applications?

0

1-3

4-6

more than 6

2 Compared with other Clearing House applicants you have written references for, where would you place this applicant on a scale of 1-5?

1 is MUCH WORSE THAN OTHERS and 5 is THE BEST

- 1
- 2
- 3
- 4
- 5
- Unable to rate

3 I have known the applicant as:

- an undergraduate vocational worker
- a postgraduate assistant/researcher
- a salaried member of staff
- a voluntary worker
- other (please specify):

4 I have known the applicant for:

- less than one year
- one to two years
- over two years

5 I know the applicant:

- casually
- fairly well
- very well

6 Would you employ the applicant in a similar capacity again?

- Yes
- No
- Unsure
- Can't comment

7 How would you rate their ability to form positive working alliances with clients and colleagues?

1 IS LOW and 5 IS HIGH

- 1
- 2
- 3
- 4
- 5
- Unable to rate

8 How would you rate their ability to use supervision effectively?

1 IS LOW and 5 IS HIGH

- 1
- 2
- 3
- 4
- 5
- Unable to rate

9 How would you rate their ability to communicate complex/sensitive information to clients and colleagues?

1 IS LOW and 5 IS HIGH

- 1
- 2
- 3
- 4
- 5
- Unable to rate

10 How would you rate their ability to reflect on their own performance and on their strengths/weaknesses?

1 IS LOW and 5 IS HIGH

- 1
- 2
- 3
- 4
- 5
- Unable to rate

11 How would you rate their ability to organise their workload under pressure?

1 IS LOW and 5 IS HIGH

- 1
- 2
- 3
- 4
- 5
- Unable to rate

12 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
- Can't comment

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

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

Please use language that does not identify the applicant to assist course centres that use a "blind" rating system e.g. use "the applicant" or "X" instead of their name, use "they" or "s/he" instead of he or she etc.

Please limit your comments to the spaces given below. Thank you for your help.

13 Please comment on the applicant's intellectual competence:

- (a) Does the applicant show evidence that they can think creatively about their work?**
- (b) Are they able to apply their knowledge e.g. by showing ingenuity in problem-solving?**
- (c) Is the applicant suited to a further period of intensive academic work alongside demands of a more practical kind?**
- (d) Is the applicant's written work of an appropriate standard?**

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SAMPLE - DO NOT FILL IN

14 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?

SAMPLE - DO NOT FILL IN

15 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?

SAMPLE - DO NOT FILL IN