

REFERENCE TEMPLATE

Reference template: Section 1

Should include contact information and the connection between the Intern and the referee:

Intern Name:	
Internship Title:	
Name of Referee:	
Job title of Referee:	
Host Organisation Name:	
Working relationship with the Intern (manager, supervisor, mentor):	
Internship Start and Finish Dates:	

Reference Template: Section 2

This section should include factual data from the internship - main duties and responsibilities with reference to the Developmental Work Experience Agreement above:

Use the table below as a guide to areas that you can include in this section:

Skills learned / practiced during the internship
GENERIC SKILLS: <ul style="list-style-type: none"> • Basic fundamental skills (prose/document literacy, numeracy, computer literacy) • People related skills (communication, team work, customer service, presentation) • Conceptual skills (problem solving, creativity) • Other
TRANSFERABLE SKILLS <ul style="list-style-type: none"> • Management • Project management • ICT • Languages • Other
TECHNICAL SKILLS <ul style="list-style-type: none"> • Specific Software Packages • Specific Equipment • Other
OTHER (Please Specify):

Reference Template: Section 3

- Attendance record
- Time keeping record

Reference Template: Section 4

May include the following:

- Work performance – how well the Intern performed on a daily basis?
- Team work/ability to work with others – how well did the Intern interact with others?
- Flexibility – did the Intern demonstrate a willingness to take on new tasks and new knowledge?
- Attention to detail – did the Intern absorb all relevant job information and avoid making mistakes?
- Enthusiasm for work – did the Intern demonstrate good work behaviours/ethos?

Reference Template: Section 5

A key statement is whether you would be willing to hire the person. A prospective employer may be influenced greatly by this.

Reference Template: Section 6

State if you are willing to further discuss the performance of the Intern. Provide contact information.