

UNDERGRADUATE AND HONOURS BURSARIES

EMPLOYMENT REFERENCE — 2025

CONFIDENTIAL



University of the
Sunshine Coast
Australia



Graduate Women Qld Inc. Sunshine Coast Branch (GWQ-SC)

GWQ-SC promotes the advancement of women and their equality of opportunity through initiatives in education, friendship, and peace.

INSTRUCTIONS FOR BURSARY APPLICANTS

- This form must be given to your current employer
- If you do not have current or recent employment, you may lodge two academic references
- Your referee is requested to lodge the form directly with UniSC—not through the applicant
- It is your responsibility to follow up with your referee, and UniSC will not advise or disclose if the reference has been received
- Submission by your referee is by email to: scholarships@usc.edu.au and must be received by the closing date: **Friday 4 April 2025.**

CRITERIA

Interaction with colleagues; understanding of diversity; awareness of self and impact on others:	<input type="checkbox"/> Interacts well, positive, constructive	<input type="checkbox"/> Good awareness, constructive	<input type="checkbox"/> Mostly aware and constructive	<input type="checkbox"/> Adequate
Interaction with public, clients, customers or other stakeholders:	<input type="checkbox"/> Always positive, professional and empathetic	<input type="checkbox"/> Acts professionally	<input type="checkbox"/> Positive	<input type="checkbox"/> Adequate
Adjusts communication style and has appropriate and relevant written/verbal communication skills:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average
Understands employer expectations (eg punctual, reliable, diligent, ability to gain consensus):	<input type="checkbox"/> Exemplary in meeting all expectations	<input type="checkbox"/> Meets all expectations	<input type="checkbox"/> Meets most expectations	<input type="checkbox"/> Usually meets most expectations
Independence, responsibility and initiative:	<input type="checkbox"/> Consistently demonstrated	<input type="checkbox"/> Often demonstrated	<input type="checkbox"/> Demonstrated with some assistance	<input type="checkbox"/> Needs direction

Comments:

Referee's name:

Referee's role within the work organisation:

Referee's telephone number:

Referee's email address:

Bursary applicant's name:

Place of employment:

SUBMISSION

Please submit this form by email to scholarships@usc.edu.au by the due date: **Friday 4 April 2025.**