Confidential

EMPLOYER REFERRAL FORM

Applicant’s particulars
Please forward this form to your employer for completion. Your employer must have supervised you and must not be related to you. If you are self-employed, you may request a business associate of managerial level to fill this form. This business associate must not be your relative.

<table>
<thead>
<tr>
<th>Name as in NRIC/passport</th>
<th>Application no.</th>
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<tbody>
<tr>
<td>Course(s) applied for</td>
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To: The referee
The above-named applicant is applying for admission to NUS. The Office of Admissions would appreciate receiving a confidential report from his/her employer (supervisory level and above) or business associate by **1 April 2018**. Thank you.

1. How long have you known the applicant and in what capacity?

2. Among the employees at a similar level whom you have known in recent years, how would you rate the applicant? (Please ✓ one of the boxes below)

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☐ Excellent (Top 5%)     ☐ Average (middle 30% to 70%)
☐ Very good (Top 15%)    ☐ Poor (Bottom 30%)
☐ Good (Top 30%)         ☐ Unable to judge
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3. Please ✓ your rating of the applicant in the following categories:

<table>
<thead>
<tr>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Very good</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>1. Analytical ability</td>
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<tr>
<td>2. Initiative and resourcefulness</td>
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<tr>
<td>3. Quality of work</td>
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<td>4. Commitment</td>
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<td>5. Leadership potential</td>
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<td>6. Motivation</td>
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<td>7. Ability to work well under pressure</td>
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<td>8. Self-confidence</td>
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<tr>
<td>9. Oral Communication skills</td>
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<tr>
<td>10. Written communication skills</td>
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*Note: To help you with the assessment, descriptions of these qualities are attached in Appendix I.*

4. Please rate the applicant’s ability to complete the undergraduate course.
5. Do you recommend the applicant for admission to NUS? (Please ✓ one of the boxes below)

☐ Definitely  ☐ Not sure
☐ Very likely  ☐ Unlikely
☐ Likely

6. Do you have any other comments to support his/her application?

___________________________   ________________________
Signature of referee            Date

Name of referee
Designation
Tel no  Fax no  Email

Name and address of company/organisation

Rubber stamp of company/organisation

To ensure confidentiality, the employer should complete this form, seal it an envelope, sign on the sealed flap of the envelope, then forward the envelope to the candidate. The candidate should post or hand deliver the sealed envelope to reach the Office of Admissions, National University of Singapore, University Town, 2 College Avenue West #01-03, Singapore 138607 by 1 April 2018.

APPENDIX I
1. **Analytical ability**
   Power of comprehension and ability to analyse problems and situations, and develop effective and viable solutions.

2. **Initiative and resourcefulness**
   Enterprising, able to take effective action without being told.

3. **Quality of Work**
   Maintains a high standard of professionalism in his work.

4. **Commitment**
   Has the determination to dispose of work on schedule even in the face of difficulties. Is committed to the completion of his job to the best of his ability under varying circumstances.

5. **Leadership potential**
   Demonstrate managerial skills and is able to inspire confidence and respect from peers. Lead by example: a good role model for the team.

6. **Motivation**
   Shows interest and enthusiasm. Exhibits a sense of dedication to his work. Actively seeks to acquire further knowledge and skills for the job.

7. **Ability to work well under pressure**
   Able to withstand pressure of work or the tension of an unexpected situation and remain calm and effective.

8. **Self-confidence**
   Believes in one’s own ideas and abilities, is sure of himself or herself, and is able to work responsibly and independently.

9. **Oral communication skills**
   Is able to speak English clearly and fluently.

10. **Written communication skills**
    Is able to write English effectively.