Employee Responsibility

Personal references

A personal reference is a document, which provides information or makes assertions about another person's skills, conduct, performance, character, and suitability or non-suitability for employment.

You may agree to a request from an employee or student to write a personal reference. In doing so, you should comply with the departmental policy Procedures for the Provision of Personal References.

You cannot use departmental letterhead when writing a personal reference for an employee that is considered your personal assessment or opinion, and not those of the Department. Official references; ie on the Department's letterhead, can only be obtained with the approval of a Director, Deputy Director-General, or Director-General.

If asked to provide a reference, it is your responsibility to complete the report honestly and based on information that can be verified. You must not make false or derogatory statements about an individual.