

**REFEREE REPORT**  
**Provided by Wendy Smith in May 2016; still in contact.**  
**if you wish to contact Wendy, please advise first**  
**so I can contact her ahead as a courtesy. – JJ**

Applicant:	Julie Jansen		
Referee:	Wendy Smith	Role Title:	Administration and Website Manager
Organisation:	Meals on Wheels Pine Rivers	Phone:	0414 916 945

In what capacity do you know the applicant?	Julie was on the Meals On Wheels committee.
How long did they work for you? When was that?	August 2014 – August 2016, still in contact
What position did the applicant hold? What were their main duties?	Management Committee Member Writing grants, Fundraising ideas, PR. *Managing Facebook Page *Oversaw professional webpage project *Set up website feature so people could make donations online.
<b>Job performance</b>	
How would you summarise the applicant's performance in general?	She would put her "whole heart and soul into everything she does." She is very enthusiastic.
What degree of supervision does the applicant need to achieve their work outcomes?	She worked from home. She would check with Wendy before making and final changes.
<b>Leadership (if applicable)</b>	
How would you describe their leadership capabilities? Could you provide an example?	At a committee meeting if people started going in different directions (conversationally), Julie had the ability to consolidate the conversation and get everyone back on the same page. She would also use a white board and lead the committee with notes on discussion.
<b>Communication/Stakeholder Engagement</b>	
Please comment on the applicant's communication skills, and their ability to engage with key stakeholders?	She was able to communicate what the manager wanted them to know clearly. She would then be able to relay the information appropriately back to Wendy.
<b>Performance/Disciplinary history</b>	
Have there been poor performance issues that needed to be managed?	None
How would you rate the applicant's attendance?	She would always be at meetings.
Have there been any concerns re excessive sick or absences during peak workloads?	In one instance her mother was sick so we organised a tele-link so that she could still be engaged in the meeting
<b>Other Comments</b>	
Are there any other additional comments you would like to make?	Everyone wishes her the best.
Would you, if given the opportunity, reemploy this person?	Yes absolutely