## Appendix B

**REFERENCE LETTER**

**CONFIDENTIAL**

xx

DATE

Dear x

**CANDIDATE**

**REF/POST**

**DISCIPLINE/SCHOOL**

The above named applicant has given us permission to approach you for a confidential report on their suitability for appointment to this post (details of which are enclosed).

I would be grateful if you could provide an assessment of the candidate covering, where applicable, the points listed below.

Please indicate how long you have known the candidate, and in what capacity.

1. **Academic Excellence** (an evaluation of the quality and volume of the distinctive contribution of the Applicant, be it in Learning and Teaching, Research or Wider Impact);
2. **Valuing People and Working Together** (an evaluation of the Applicant’s track record of leadership of people, collegiate working, contributions, activities and management in previous roles, and building academic collaborations);
3. **Making a Difference** (an evaluation of the extent to which the distinctive contribution of the Applicant has made a significant and demonstrable difference);
4. Teaching aptitude and experience and how that relates to this role;
5. Research aptitude and experience, with special reference to the quality of their outcomes and degree of independence;
6. Grants and other funding achieved or their or potential to do so;
7. Communications skills, both in person, online and on paper;
8. Any additional comments that may be relevant to the appointment and not covered in (a)-(g)

If the application is for a clinical role, please can you provide an assessment of the candidate’s:

1. -Clinical experience and expertise.

X (A PVG (Disclosure Scotland) check is required if the role is undertaking regulated work with children or vulnerable adults. If it is not a regulated role, there may still be a requirement for a standard disclosure check to be done.)

If you would like confirmation of the safe receipt of your reference, please do not hesitate to ask for this. I should like to thank you now, in advance, for your help and co-operation. Please contact, XXXXX, in the first instance, if you have any queries regarding this letter.

Yours sincerely

**X**

**HR Business Partner/HR Officer**