

## Guidance on References

**Three** references are required in support of any application for judicial office (other than in the case of serving judges).

Applicants for judicial office and referees should be aware that the Commission places particular value on references as a guide to the abilities and qualities of an applicant and will take particular account of the following factors:

- 1) The experience of the referee;
- 2) The extent of the referee's knowledge of, and familiarity with, the applicant; and
- 3) The detail of reference and the extent to which it is evidence based.

The Commission will particularly appreciate references which are demonstrably objective, specific and evidence based, and expects that at least one reference would come from a person in a senior position who had the opportunity of observing and assessing the applicant over a period of time in a work environment.

The attention of referees is drawn to the Indicative Statement of Requisite Knowledge, Skills and Attributes published by the Commission as a general guide to the qualities the Commission seeks to assess.

The Commission values the overall assessment of the referee, and will consider any matters which the referees considers relevant. However, referees are asked to address the applicant's suitability under the following specific headings:

- 1) **Knowledge and experience:** including knowledge and experience of the procedures of the Court to which the applicant is applying and relevant professional education and training programmes.

- 2) **Skills:** including the capacity to apply such knowledge and experience both of law and procedure to achieve a just outcome in accordance with law and communication skills, particularly in group situations.
- 3) **Attributes:** qualities and characteristics that make the applicant suitable for judicial office, including independence, integrity, diligence and a commitment to the fair and impartial application of the law
- 4) **Further matters:** Any other matter the referee considers relevant to the Commission's assessment of the applicant.

Referees are expected to assess the applicant objectively and candidly. References which provide an endorsement of the applicant expressed in general terms, even if enthusiastic, will not assist the Commission and will likely be discounted.

References will be treated in strict confidence by the Commission.