

# Ministry of Defence 2002 TUTOR'S REFERENCE FORM

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## URGENT

### EMPLOYMENT REFERENCE

Dear Tutor

I would be grateful if you could provide a reference for the student who has presented you with this form. He/she has applied for employment or sponsorship with the Ministry of Defence and will be able to give you information about the post applied for.

The student has already completed a competence-based Application Form and your independent assessment of technological ability and a few other competences as listed overleaf form an integral part of our selection and assessment process. A mark alone is helpful, but we would particularly welcome additional comments.

This form will become part of a structured file about the candidate. Under the rules of the Data Protection Legislation, the candidate may ask to see what you have written about him/her upon request.

Thank you in advance for the time you have taken to provide this reference.

Yours sincerely

**Ian Buckingham**  
Graduate Recruitment Manager

### Part A: to be completed by the candidate

Please complete Part A and the first part of page 2, in black ink and block capitals or typescript, and pass it on to your academic tutor.

Full name	Date of birth		
Student at	From	To	
Subject(s) studied			
Qualification (eg BSc Hons)	Awarded	expected	date
Engineer	Scientist		

# Recruitment to the Ministry of Defence Graduate Development Programme

Candidate's surname and initials

## Part B: to be completed by the tutor

- 1 What is the actual/predicted degree result (if evidence exists)?

BSc Hons  BEng Hons  First  2:1  2:2  Third  Other

MEng (please state)

- 2 Please give your impression of the candidate's competence as below, based on evidence you have seen or had reported to you using the definitions of the rating scale opposite. Your additional comments are particularly welcomed.

High

Low

### Application of engineering or science

#### Key

- 7: Good grasp of technical theory and method, with clear explanations. Knowledge base broad. Shows understanding of the wider context of engineering/science and its application.
- 1: Little understanding of technical theory and method, with obscure explanations. Poor knowledge base. Shows no understanding of the wider context or application of engineering/science.

7  6  5  4  3  2  1

#### Comments

#### Persuading

#### Key

- 7: Deals confidently and tactfully with people at all levels. Puts forward a reasoned argument. Gains support for own position. Negotiates effectively with others to ensure objectives are met.
- 1: Behaves diffidently or without tact in dealing with others. Fails to present reasoned arguments and cannot acquire other support. Few or weak attempts to negotiate in pursuit of objectives.

7  6  5  4  3  2  1

#### Comments

		High	Low
	Organising		
<b>Key</b>			
7:	Systematically plans ahead and breaks down objectives into manageable tasks with clear targets and deadlines.	7	6
1:	Does not draw up feasible time schedules. Makes no allowance for contingencies. Slow to identify milestones and critical paths. Rarely responds to amend priorities in new changing circumstances.	5	4
	Comments	3	2
		1	
	Responsibility		
<b>Key</b>			
7:	Self-generating and self-educating. Seeks out information and makes decisions as own initiative. Willing to do what it takes to get a task done. Spots opportunities for self-improvement.	7	6
1:	Does not seem to be able to carry out work without constant reference to supervisor. Shies away from asking questions which run the risk of making them appear ignorant. Is unwilling to equally tackle easy and tough assignments. Reluctant to make decisions.	5	4
	Comments	3	2
		1	
	Working under pressure		
<b>Key</b>			
7:	Able to cope with being 'thrown in at the deep end'. Handles new work in parallel with existing work, without allowing it to interfere. Open to other people's suggestions and able to think logically when put on the spot.	7	6
1:	Does not seem to deliver when tasks are placed in parallel with existing work. Cannot amend work plan to take into account changes in the situation. Poor at coping or thinking logically when put on the spot.	5	4
	Comments	3	2
		1	

		High	Low					
<b>Key</b>	<b>Overcoming obstacles</b>							
7:	Focuses on the tasks to be achieved and is not easily deflected from pursuing a task to completion. Persists even when encountering difficult obstacles and continues to strive even in the face of loss of self-confidence.							
1:	Is overwhelmed by obstacles and unable to progress when experiencing a loss of self-confidence. Unwilling to debate and stand their ground. Often loses the focus on meeting the objective.							
	Comments							

		7	6	5	4	3	2	1
<b>Key</b>	<b>Written communication skills</b>							
7:	Succinct, structured writing which conveys its meaning.							
1:	Unstructured layout, verbose or woolly language, missing the point or difficult to read.							
	Comments							

## Part B: continued

- 3 We use the academic performance in the two most recently completed academic years as a gauge of a candidate's intellectual ability. Please comment, where you are able, on the strength of the performance in that period.
- 4 If team-based activities are an integral part of the candidate's degree course, any comments you are able to offer on performance in teamwork would be appreciated. Should you have knowledge of any teamwork outside academic studies, we would welcome it.

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PF 136

DESG Graduate Recruitment Office  
PO Box 2443  
Bath BA1 1XX

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## Part B: continued

- 5 We strive to be an equal opportunities employer and are aware that certain candidates may feel disadvantaged in applying for employment with a large public sector organisation. If you are able, please supply an outline of noteworthy obstacles overcome by this candidate in attaining his/her achievements to date.

- 6 May the contents of this reference be discussed with the applicant as part of our selection process?

YES

NO

(Ensure university stamp is applied)

UNIVERSITY STAMP

Signature

Date

Name in capitals

Role

**Thank you for completing this reference form**

Please return this form using the address label attached.  
Tel: 01225 449106 Fax: 01225 449161