

HODSPA

Referee Guide – August 2018



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Published by DeakinCo. A division of Deakin University

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Internet Browser Compatibility

Please use latest versions of Chrome or Safari or Firefox to use this website.

Unfortunately older browsers are not supported.

Where do I download the compatible Internet Browser?

Apple Safari – please note if you're using Apple Computer, Apple Safari comes with MacOS.

Google Chrome: <https://www.google.com/chrome/browser/desktop/index.html>

Mozilla Firefox: <https://www.mozilla.org/en-US/firefox/new/>

How to check if I have the latest version?

Apple Safari: <https://support.apple.com/en-au/HT204416>

Google Chrome: Help > About Google Chrome *

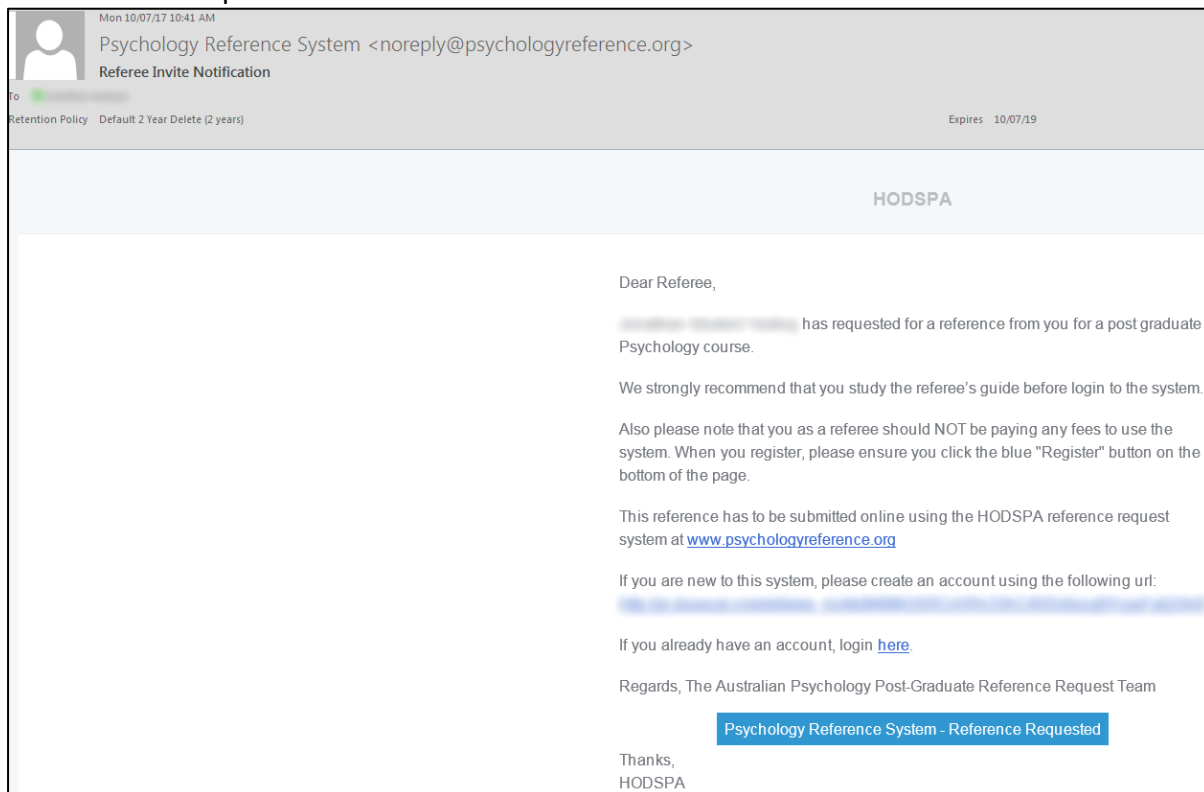
Mozilla Firefox: Help > About Firefox *

*Will automatically check for the latest version and download it automatically

Please note: HODSPA is **not fully compatible** with Microsoft Internet Explorer

How do I Register?

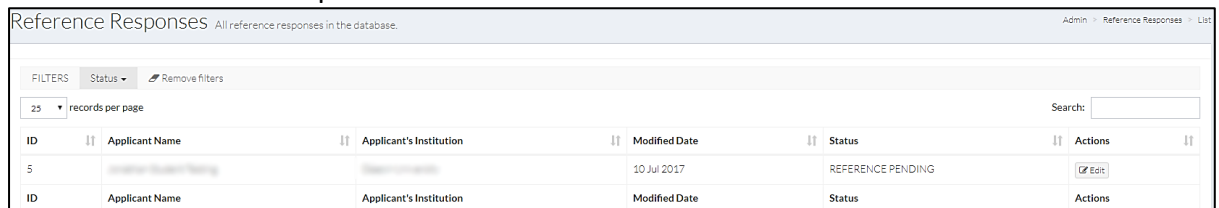
1. When you have been requested by an applicant for a reference, you will receive an email with a unique link to create an account.



2. Click on **Psychology Reference System – Reference Requested** button. The link will open in the web browser.
3. Enter your details in the fields and click on the **Register** button
4. You will be automatically logged into the system. Click on **Reference Response** menu to expand the menu and then click on **Show all responses** link. You will then be able to see the reference request.
5. If you already have an account using **the same email address** that your student sent request on, you do not need to create new accounts. Simply login and browse to the request. Please check with your students if they are using the same email ID. Otherwise you will need to create a new account as a referee.

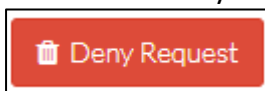
What if I choose not to provide a reference?

1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Click on **Reference Response** menu to expand the menu and then click on **Show all responses** link. You will then be able to see the reference request.
3. A list of all reference requests will be shown



ID	Applicant Name	Applicant's Institution	Modified Date	Status	Actions
5			10 Jul 2017	REFERENCE PENDING	Edit

4. To deny a reference, click on the **Edit** button for the applicant
5. Click on the Deny Request button to deny the reference request.

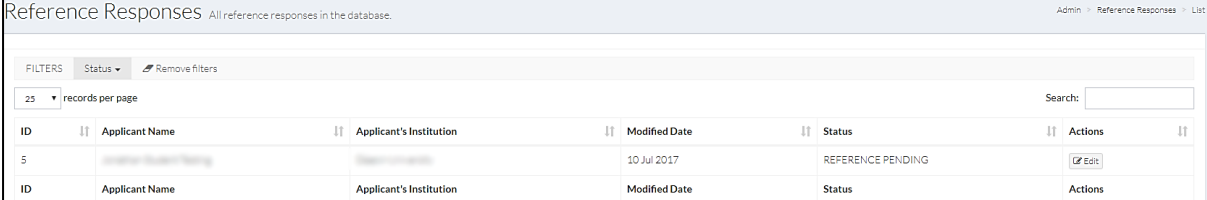


Please note: you can optionally write your note to the applicant.

How do I Complete a Reference?

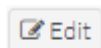
1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Click on **Reference Response** menu to expand the menu and then click on **Show all responses** link. You will then be able to see the reference request.

A list of all reference requests will be shown



ID	Applicant Name	Applicant's Institution	Modified Date	Status	Actions
5	[Redacted]	[Redacted]	10 Jul 2017	REFERENCE PENDING	[Edit]

To start completing a reference, click on the **Edit** button for the applicant



3. If you wish, you can send a note to your student.
4. Complete the rest of the form and attached any supporting files
5. When you have completed the form, click on the **Confirm and Submit reference** button.

Note: if you have not completed the form and want to continue at a later time, click on the **Save and back** button.

6. The application status will be updated and the student will be notified.

Reference Form sample

Reference form

Referee's Relationship to applicant

Academic Referee
 Professional Referee
 Personal Referee

How long have you known the applicant

Rate your level of knowledge of this applicant

Very Strong = 10
 High
 Medium

Low
 Lowest
 Nil = 0

Based on your knowledge of the applicant, please indicate the level of your support for his/her application

Very Strong = 10
 High
 Medium

Low
 Lowest
 Nil = 0

Please rate the applicant on their abilities in the table below

	Outstanding (Top 5%)	Superior (Top 5% - 10%)	Very Good (Top 10% - 25%)	Good (Top 25% - 40%)	Average (Top 40% - 60%)	Below Average (Bottom 40%)	Unsure
Academic ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work independently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work as part of a team	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative and motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maturity and stability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to accept feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work under stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Suitability for client/professional work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Suitability for professional training in psychology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What are the applicant's major strengths?

What, if any, are the applicant's weaknesses

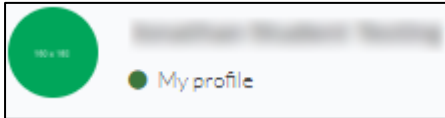
Supporting Files

No file chosen

You can add multiple files to support the reference.

How do I change my details & password?

1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Go to the **My profile** link on the left.



3. You can update your details as well as change your password from here.

A screenshot of the 'Edit profile' form. The form is titled 'Edit profile' and contains several input fields: 'First name', 'Last name', 'Email', 'Phone', 'University', 'Student ID', 'Location/Campus', 'Password', and 'Confirm password'. The 'Email' field has a note below it: 'This is your username as well, so if you change your email ID then you have to use new email ID to login to the system.' At the bottom of the form, there are two buttons: 'Save and back' (in green) and 'Cancel'.

When changing your password, please keep in mind that:

- Your password must be at least 6 characters made up of Upper case, Lower case, number and a special character.
 - You must also confirm your password.
4. Once you have made the changes, click on the **Save and back** button.