



HFESA PROFESSIONAL CERTIFICATION PROGRAMME

REFEREE'S REPORT

Information for referees

Applicants for admission to the grade of Certified Professional Ergonomist of the Human Factors and Ergonomics Society of Australia (HFESA) must:

- have obtained recognised qualifications in human factors & ergonomics
- be able to demonstrate competence in human factors & ergonomics through the provision of work samples covering the domains of physical ergonomics, cognitive ergonomics and organisational behaviour
- have spent a minimum of 4 years full-time practice in human factors & ergonomics (or the part-time equivalent)
- be an active member of the HFESA

Their application is assessed by a panel comprising the Chair and two members of the HFESA Professional Affairs Board. The application has to be supported by reports from two referees chosen by the applicant.

The HFESA regards each referee as an important contributor to the assessment process and you will be contacted in due course by a member of the Assessment Panel to discuss your report in relation to the material provided by the applicant.

Please feel free to electronically complete the document to include all the information you believe is necessary.

By completing this report, you consent to a member of the Assessment Panel contacting you (whether via telephone, VOIP, email or other means) to verify this report and the applicant's statement. All information will be treated with the strictest confidence as per the HFESA's Privacy Policy. The Privacy Policy can be viewed on the HFESA website www.ergonomics.org.au

Thank you for your assistance.



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REFEREE'S REPORT

Referee's Name

Address

State

Postcode

Telephone (W)

Mobile

Email

Preferred contact for the Assessment Panel –

Phone (work)

Mobile

Email

Category of Referee

HFESA Fellow

HFESA CPE

HFESA Member

Employer

Other (Please Specify)

Report:

1. Name of Applicant:

2. Have you sighted their full application? YES NO

3. I have **personal knowledge** upon which to evaluate the applicant's professional human factors & ergonomics practice/education/research capabilities from

Month/Year

TO

Month/Year

(This period must relate to experience claimed on the applicant's resume)

4. Please describe the nature of your association with the applicant:
5. Please describe the applicant's position and responsibilities in human factors & ergonomics during your professional association.
6. What percentage of the applicant's time is (was) devoted to human factors & ergonomics practice/education/research during the period of your professional association?
7. Please describe the applicant's ability to carry out human factors & ergonomics activities or functions
8. To your knowledge, what specific or special accomplishments has the applicant made in the human factors & ergonomics profession?
9. To your knowledge, in what ways has the applicant contributed within the Human Factors & Ergonomics Society to achieve the Society's goals? (These can be found on the website www.ergonomics.org.au *HFESA Vision*).

10. Additional remarks or amplifying information (use separate sheet if necessary).

Signature:

Date:

Please forward your reference to the HFESA Secretariat PO Box 7848
BAULKHAM HILLS BC NSW 2153 or PDF & email: secretariat@ergonomics.org.au