# LEVEL A



SydneyRecruitment, Human Resources

# Academic Letter of Recommendation Guide

*Thank you for agreeing to provide the University of Sydney with an employment reference for a prospective future employee. It is important that we select the best candidate for the position based on merit. Your role in determining this is both vital and greatly appreciated. The following guidelines should be considered where applicable when writing your letter of recommendation matching the criteria and the specific level of the position. Once again thank you for your valued contribution and feedback.*

## Knowledge of Applicant

* Period of time
* In what capacity

## Applicant’s Research and Scholarship

* Field of study
* Particular achievements and level of scholarship
* Research team involvement/collaboration
* Impact of research
* Publications, conference, seminar presentations
* Grant funding involvement
* Academic awards, distinctions, scholarships, and fellowship

## Applicant’s Teaching and Curriculum Development

* Contribution made to the department/school/faculty teaching program
* Feedback from peers and students (qualitative and quantitative)
* Any experience in post-graduate supervision

## Applicant’s Leadership and Engagement

* Contribution to the development of the University community in a supportive role
* Contributions to the discipline or profession
* Applicant's general administrative skills
* Teamwork ability

## Applicant’s Fit

* Comment on applicant's overall potential
* Evaluate the applicant’s fit to the position and to the University of Sydney
* Applicant’s suitability at this level in your own department and institution

## Referee’s Information

Please include your name, current title and department, name and address of institution, and full contact details.

***While a letter of recommendation on a letterhead attached to an email is preferred, a recommendation provided within the body of an email is acceptable when using an email account from your own institution.***

***Referee’s comments may be released to applicants if requested under The Government Information (Public Access) Act 2009 (NSW) (GIPA Act).***