Line Manager Reference Form

This reference should be completed by an individual’s line manager during the eligibility stage of the promotion process in Cumbria Fire and Rescue Service.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Current Role |  |
| Role level applying for |  | Date Reference completed |  |

Please give your assessment of the individual’s performance over the last 12 months (tick appropriate box)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Indicator | Excellent | Good  | Satisfactory | Unsatisfactory | Comments |
| Quality of Work |  |  |  |  |  |
| Knowledge & Expertise |  |  |  |  |  |
| People Skills |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Attendance & Timekeeping |  |  |  |  |  |

|  |
| --- |
| Use the space to provide any further information that you feel would be relevant to this application |

Please answer the following questions relating to the individual.

NB In order for the individual to be eligible for promotion you must be able to answer Yes to all the following questions:

|  |  |  |
| --- | --- | --- |
| Question | Yes / No | Comments |
| Is the individual competent in the relevant role in order to be considered for promotion? |  |  |
| Has the employee completed the relevant development pathways? |  |  |
| Has the employee’s performance been satisfactory over the last 12 months? \*please refer to table above and recent appraisal |  |  |
| Can you confirm that the employee is not currently being managed under the capability procedure? |  |  |
| Has the employee achieved the required benchmark for their PQA submission (if appropriate)? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Line Manager Name |  | Line Manager Post Title |  |
| Passed Eligibility Stage | Yes / No | Signed |  |