**Career 300/COMMS 307 Internship **

**Academic staff member reference template**

**NB: You can use this template or include referee comments in an email directly to:**

**CAREER 300: Jane Bradley** [**jane.bradley@auckland.ac.nz**](mailto:jane.bradley@auckland.ac.nz)

**COMMS 307: Margaret Henley** [**m.henley@auckland.ac.nz**](mailto:m.henley@auckland.ac.nz)

**Student: Staff member: ­­­­­­­**

**Please describe how you know the student, and address his or her qualities and skills:**

**Has he or she demonstrated good time management, reliability and an ability to work collaboratively with others?**

**Has this student shown maturity and initiative?**

**Please include any information you believe would be helpful in assessing this student’s suitability for workplace engagement:**