



**JUDICIAL SERVICE COMMISSION
GUYANA**

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**APPLICATION FOR APPOINTMENT TO JUDICIAL OFFICE AND
OTHER APPOINTMENTS BY THE JUDICIAL SERVICE
COMMISSION**

GUIDE FOR REFEREES AND REFEREE ASSESSMENT FORM

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Introduction

The purpose of this guide is to assist persons preparing references for applicants to judicial posts.

It provides information on how the Judicial Service Commission would prefer to have your written comments on candidates. It contains the Referee Assessment Form.

Referees are asked to provide substantive written comments about the applicant's skills and abilities on the Referee Assessment Form.

Please take a few minutes of your time to peruse the **Guide for Referees** and fill out the **Referee Assessment Form**, both of which are hereto attached.

Referees are requested to ensure that they read and fully understand the contents of this guide before they complete their assessment forms and return them to the Secretary to the Judicial Service Commission.

Your completed Form is confidential and reviewed solely by the members of the Judicial Service Commission and support staff. It is not provided to the Applicant.

Areas of Focus

The areas of focus for the reference should be professional background and personal background

1. Professional Background (will include but is not limited to):

- Legal Knowledge and Experience
- Skills and Abilities

Areas of Emphasis:

- a. Comprehensive knowledge of the law
- b. A high level of understanding of the rules of evidence and of court practice and procedure.
- c. Years of experience in court and value of same
- d. Sound judgment
- e. Ability to exercise discretion effectively
- f. Intellectual and Analytical Ability
- g. Decisiveness
- h. Communication and listening skills
- i. Abreast with legal development

2. Personal Background (will include but is not limited to)

- a. Integrity
- b. Fairness
- c. Impartiality
- d. Rationality
- e. Understanding of people and society
- f. Maturity and temperament
- g. Courtesy
- h. Commitment to service and dedication to duty

i. Punctuality

Assessment

You are requested to give a marking in relation to each of the above criteria, in accordance with the following scale:

| Grade | Meaning |
|--------------|-----------------------------|
| 1 | Very Well Demonstrated |
| 2 | Well Demonstrated |
| 3 | Demonstrated |
| 4 | Insufficiently Demonstrated |
| 5 | Not Demonstrated |

| Grade | Meaning |
|--------------|--------------------------------|
| A | Well Suited for Appointment |
| B | Suited for Appointment |
| C | Not Yet Suited for Appointment |
| D | Not Suited for Appointment |

Statements/comments

The Judicial Service Commission requests that statements on an applicant’s suitability or non-suitability for appointment to judicial office and other offices must be fully supported by detailed reasons.

Any statements on an applicant’s suitability or non-suitability for appointment to judicial office and other offices which are not supported by detailed reasons will be disregarded.

The Judicial Service Commission requests that you give particularised details of your knowledge of the applicant – whether it is through their work or through their practice; and whether you have any other connections, such as chambers or professional associations.

You are also required to give an indication as to how frequently you encounter the applicant and how recent is your knowledge of him or her. A referee must also state how close they are to the sources of information.

The comments and classifications that you provide may assist the Judicial Service Commission to determine how a candidate ranks. You are asked to be objective in your assessment and to provide reasons in support.

The Judicial Service Commission requests that referees should express their views fully and frankly. Any reservations and recommendations should also be indicated.

Allegations of Misconduct

In considering the views that are expressed, the Judicial Service Commission requests that if there are any allegations of misconduct on the part of the applicant, they be particularized. The Judicial Service Commission wishes to consider only specific allegations of misconduct in their full context, including views of the applicant concerned. If a specific allegation of misconduct against an applicant is made, the Commission will seek the referee's consent to send details of the allegation to the applicant, to enable him or her to comment on the allegation.

COMPLETED REFEREE ASSESSMENT FORM

Please submit the **completed Referee Assessment Forms** and send it under confidential cover directly to the Secretary of the Judicial Service Commission on or before the closing date for applications. The completed form may be submitted by hand delivery, post, courier or in **PDF** via email to:

The Secretary
Judicial Service Commission
Court of Appeal Building
60 High Street
Kingston
Georgetown
Telephone : 227-2086 or 227-2980
Email: judicialservicecommissiongy@outlook.com

ANNEX A
REFEREE ASSESSMENT FORM

| | |
|--|--|
| Name of Referee and contact details <i>(telephone number and email address):</i> | |
| Name of Applicant: | |

| |
|--|
| Please give details of your knowledge of the Applicant: |
| |

Please pay attention to the marking scales below.

| INDIVIDUAL CRITERIA | |
|---------------------|-----------------------------|
| Grade | Meaning |
| 1 | Very Well Demonstrated |
| 2 | Well Demonstrated |
| 3 | Demonstrated |
| 4 | Insufficiently Demonstrated |
| 5 | Not Demonstrated |

| Grade | Meaning |
|-------|--------------------------------|
| A | Well Suited for Appointment |
| B | Suited for Appointment |
| C | Not Yet Suited for Appointment |
| D | Not Suited for Appointment |

Please use the following categories to evaluate the Applicant.

| | |
|---------------------------|--|
| <p>Detailed comments:</p> | <p><u>Comprehensive knowledge of the Law</u></p> <p>1 2 3 4 5</p> <p><i>(Highest to Lowest)</i></p> |
| | <p>Unable to State: <input style="width: 50px; height: 20px;" type="text"/></p> |

Detailed comments

Years of experience in Court and value of such experience

Unable to State

Detailed comments:

**High level of understanding
of the rules of evidence and of
court practice and procedure**

1 2 3 4 5

(Highest to Lowest)

Unable to State:

Detailed comments:

Sound Judgment

1 2 3 4 5

(Highest to Lowest)

Unable to State:

Detailed comments:

**Intellectual and
Analytical Ability**

1 2 3 4 5

(Highest to Lowest)

Unable to State:

Detailed comments:

Decisiveness

1 2 3 4 5

(Highest to Lowest)

Unable to State:

Detailed comments:

**Listening and Oral and
Written Communication
Skills**

1 2 3 4 5

(Highest to Lowest)

Unable to State:

Detailed comments:

**Up to date with Legal
Issues and Legal
Developments**

1 2 3 4 5

(Highest to Lowest)

Unable to State:

Detailed comments:

Integrity

1 2 3 4 5

(Highest to Lowest)

Unable to State:

Detailed comments:

Fairness

1 2 3 4 5
(Highest to Lowest)

Unable to State:

Detailed Comments:

Impartiality

1 2 3 4 5
(Highest to Lowest)

Unable to State

Detailed comments:

Rationality

1 2 3 4 5
(Highest to Lowest)

Unable to State

Detailed comments:

**Understanding People
and Society**

1 2 3 4 5
(Highest to Lowest)

Unable to State:

| | |
|---------------------------|--|
| Detailed comments: | <p><u>Maturity and Sound Temperament</u></p> <p>1 2 3 4 5</p> <p><i>(Highest to Lowest)</i></p> |
| | <p>Unable to State:</p> <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div> |

| | |
|---------------------------|--|
| Detailed comments: | <p><u>Courtesy</u></p> <p>1 2 3 4 5</p> <p><i>(Highest to Lowest)</i></p> |
| | <p>Unable to State:</p> <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div> |

| | |
|---------------------------|---|
| Detailed comments: | <p><u>Commitment to Service and Dedication to Duty</u></p> <p>1 2 3 4 5</p> <p><i>(Highest to Lowest)</i></p> |
| | <p>Unable to State:</p> <div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> |

| | |
|---------------------------|--|
| Detailed comments: | <p><u>Punctuality</u></p> <p>1 2 3 4 5</p> <p><i>(Highest to Lowest)</i></p> |
| | <p>Unable to State:</p> <div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> |

Detailed comments including the reasons for your overall assessment:

Overall Marking

A B C D

(Highest to Lowest)

Signature: _____

Date: _____