



The role of Referees

in the Dental Assistant selection process | Fact Sheet

All candidates are required to list the name and contact details of 3 relevant referees in their application.

It is imperative candidates approach any potential referees to **confirm their willingness** to be a referee before listing their details in applications and CV's.

“Relevant” referees:

Are those able to provide pertinent information on a range of questions relating to the skills and attributes that match the **Dental Assistant role description** rather than a character reference.

› For current SA Dental employees –

A SA Dental Manager or Supervisor/Senior Dental Assistant who has worked with the candidate for a minimum of 3 months.

› For external Dental Assistant applicants –

An Australian Dental professional who has worked with the candidate for a minimum of 3 months. You must have been working in a Dental Assisting capacity throughout this 3 month period.

Referee reports:

- › The selection panel approaches referees **via email** to obtain information on the attributes of candidates against the requirements of the advertised role (as per the role description) to help determine each candidates suitability for employment.
- › For those who progress to interview the referee reports are scrutinised again as part of the selection process to determine each candidate's suitability for employment.

FOR MORE INFORMATION:

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