



Vacancy Log Number: _____

Faculty Candidate Name: _____

FACULTY TELEPHONE REFERENCE

A reference check is a valuable tool in the recruitment process to verify facts and obtain additional information about the faculty candidate. All sections should be completed to be considered a valid reference. Indicate N/A if the question is not applicable.

Interviewer must confirm the following information:

Reference Name: _____

School/Organization Name: _____

Dates of Employment/Professional Association: From: _____ To: _____

Position(s) Held: _____

Reason for Leaving: _____

Reference Questions:

1. Please describe your relationship with the candidate.

2. Did you directly supervise the candidate?

3. How would you describe the candidate's relationships with colleagues and subordinates (if applicable), and with superiors?

4. How would you assess the candidate's ability/potential for instruction?

5. How would you evaluate the applicant's work habits such as attendance, punctuality, dependability, and observance of work rules?

6. Are you able to provide an example of the candidate's academic accomplishments or scholarly work? If yes, please provide specific examples.

7. How would you describe the quantity and quality of his/her work?

8. What were the candidate's strengths?

9. What area(s) did you feel needed improvement?

10. What is your overall assessment of the candidate?

11. Would you recommend the candidate for this position? Why or why not?

Reference Checked by _____ Date _____