

Screen Two Sample: Reference Telephone Interviews

[Position of Current Search], [Semester]

This form is used to facilitate fair evaluation across candidates. Questions are arbitrary and can be adjusted to accommodate the specific needs of an individual search.

CANDIDATE: _____

Reference Name: _____

Position: _____ Affiliation: _____

Committee Caller: _____ Date of Call: _____

Introduction: My name is _____. I'm a member of the Search Committee for **[current search]** in the **[Academic Unit]** at Bowling Green State University. **[Applicant name]** has applied for this position and has given the committee permission to contact [his/her] references. We have a set of questions that may take a bit of time to answer. Do you have time now or would you prefer to set an appointment to complete the interview when it's more convenient?

To give you a sense for the responsibilities of this position, I'd like to read you a brief description before we begin. **[READ ABBREVIATED DESCRIPTION OF POSITION.]**

[NOTE: Ask references for specific examples to support their generalizations about the candidates.]

1. How well and how long have you *known the Candidate*? In what capacity have you *worked together*?
2. What are the Candidate's primary *strengths*? *[Follow up on pertinent points made by reference.]*
3. What would you say are the areas in which the Candidate will *need some time to develop*?
4. How would you evaluate the Candidate's *undergraduate teaching abilities*?
5. What about at the *master's and doctoral levels*?
6. In terms of *research and scholarship*, how would you describe the Candidate's contribution to the discipline?
⇒ *Follow up with regard to Candidate's research experience in relation to grants and contracts.*
7. Describe the Candidate's experience in working with *interdisciplinary* and/or *cross-college programs and activities*?
8. Assess the Candidate's *interpersonal skills* and *communication skills*.
9. In what specific ways has the Candidate evidenced sensitivity and commitment to *multi-cultural perspectives* and *gender issues*?
10. If the Candidate should leave his or her current position, which of the *Candidate's attributes* would be missed the most?
11. Are there *other things* about the Candidate that would be *useful for us* to know?