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?