Telephone Reference Check

Name of Candidate __________________________________________ Name of Reference __________________________________________

Position Applied for ________________________________________
(The caller should introduce himself/herself and explain the purpose of the call. Give the name of the candidate and the position applied for.)

- In what capacity do you know him/her? _____________________________
- How long have you known him/her? ________________________________
- What are his/her strengths? ______________________________________
- What are his/her weaknesses? ____________________________________
- How does s/he get along with colleagues? __________________________
- In what professional environment would this candidate function best? __________________
- In what way will s/he be missed when s/he leaves? ________________
- What evidence is there that s/he is sensitive to the needs of students, faculty, etc? ______________
- Describe his/her interpersonal skills with faculty, administrators, staff, students, etc. ____________________
- What are his/her most significant contributions to your athletic program/institution? _______________
- How does s/he work with faculty and students? ____________________
- If s/he left would you hire him/her back in the future? ______________
- Describe him/her as a decision maker. _____________________________
- Describe him/her as a leader. ___________________________________

SPECIFIC QUESTIONS FROM THE POSTING (in this sample case, the position was a Director of Athletics):

- Discuss his/her experience interpreting and implementing institutional policies and other regulations. ________________________________
- Describe a situation showing his/her commitment to __________________________
- Describe level of administrative experience. _______________________
- Discuss candidate’s:
  - public relations skills _________________________________________
  - management skills ___________________________________________
  - knowledge of computer applications ____________________________
  - marketing/promotional skills ________________________________
  - fundraising abilities __________________________________________
  - fundraising successes ________________________________________
  - strategic planning experiences ________________________________
  - communication skills (oral and written) _________________________
  - organizational skills _________________________________________
  - decision-making skills _________________________________________

- Describe candidate’s previous experience managing a budget. ________________________________
- Describe candidate’s ability to allocate and monitor funds. ________________________________