

- SAMPLE -

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. _____