

- 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. \_\_\_\_\_