

Stephen F. Austin State University
Search Committee for Faculty and Staff Positions
Form for Checking Reference Over the Telephone

CANDIDATE'S NAME (AND FORMER NAME): _____

PERSON CALLED: _____ POSITION: _____

PHONE NUMBER CALLED: _____

COMPANY or INSTITUTION NAME: _____

Identify yourself, SFA, your reason for calling and the position for which the candidate is applying.

1. What is/was your relationship to the candidate? _____

2. From what month and year until what month/year did you work with them?
From: _____ To: _____

3. Can you verify the position(s) that they held? _____

4. Can you provide a general description of the candidate's character? _____

5. Did you have the opportunity to observe the candidate in their position? _____
If so, what did you observe about their work? _____

6. How would you describe their performance in this position? _____

7. What do you consider their strengths to be? _____

8. In what areas does the candidate need additional development? _____

9. How would you compare the performance of the candidate with that of others who have held the same job? _____

10. Please describe their work ethic in the context of tardiness, absenteeism, attitude, abuse of sick or vacation time, dependability, trustworthiness, or completion of assigned tasks. _____

11. In what sort of environment do you think that the candidate would work best? ____

12. Why did they leave (or why are they interested in leaving) your organization? ____

13. Would you hesitate to re-employ or work with them if you had the opportunity? ____

14. Is there any additional information that you feel we should have in considering this candidate for employments? _____

INTERVIEWER: _____

DATE: _____