

SAMPLE TELEPHONE REFERENCE CHECK

Candidate:

Questions

1. *What type of experience has the candidate has in his/her present responsibility which has prepared him/her for the _____ position at Ohio Northern University?*

2. *If given the opportunity to retain the candidate at your institution, to what lengths would you go in order to accomplish this mission?*

3. *What are the greatest strengths of the candidate for the proposed position?*

4. *Are you aware of any factors which might hinder his/her functioning well as _____ (name of position)?*

5. *How does/did the candidate get along with others? Esteemed by others?*
 - A. *Peers?*

 - B. *Supervisors?*

 - C. *Students?*

6. *Would you comment on his/her*
 - A. *Integrity?*

 - B. *Loyalty?*

C. *Reliability?*

D. *Leadership?*

7. *Is the candidate a self-starter?*

8. *How has the candidate handled a particularly difficult situation?*

9. *If I were a valued professional colleague and personal friend, could you recommend the candidate to me without reservation to fulfill the responsibilities of _____ (name of position) at ONU?*

10. *Other comments:*