

SAMPLE
PHONE REFERENCE SCREENING FORM
for [POSITION] PCN#xxxxxx

Candidate's Name: _____
Reference's Name: _____ Title: _____
Phone: _____ E-mail Address: _____
Interview conducted by: _____ Date: _____

Thank you for agreeing to talk with us today about _____ who has applied for the [position] at William Paterson University. There are a few of us here from the search committee that will be participating in this phone interview, [introduce yourselves]. Our conversation will last about [number] minutes, as we will have several questions to ask.

1. We will start with a little background information. How long have you known the candidate and what capacity?

2. Let me describe the University and Department briefly. William Paterson University has about 11,500 students. We are situated in northern New Jersey on a wooded campus 20 miles from New York City. The [department] offers XX and XX degrees, has XX faculty. Faculty are expected to maintain an active research/scholarship agenda, but more emphasis is placed on classroom teaching. Do you think the candidate's knowledge and experience are compatible with this institution? If so, please elaborate.

3. How would you evaluate _____'s ability to teach an undergraduate/graduate courses?
Please give us some examples to illustrate your views.

4. What experience does _____ have in providing service to the university and community?
Please give us some examples to illustrate your views.

5. How would you evaluate _____'s ability to conduct research at a primarily undergraduate institution, including involving students in the research?
Please give us some examples to illustrate your views.

6. Describe examples of how _____ has contributed to student growth and development.

7. What may be _____'s professional limitations in regards to this position, if any?

8. What other information would you like to share with us about _____ and her/his qualifications for this position?

9. If given the opportunity to re-hire or employ _____ would you do so? If not, why?

Thank the reference for his/her time. Ask reference to please maintain confidentiality.