Reference Telephone Interview
Assistant Professor of __________
Position #FS ______

Candidate: ________________________________  Caller: _______________________

Reference: ___________________________  Relationship: _________________________

- Explain that we have the candidate’s permission to contact this reference and verify that they have ca. 15-30 minutes to answer questions regarding the candidate.

- Explain that the interview will involve a standard set of questions and that we would appreciate their sharing their candid observations and basis of their evaluation.

- Provide the reference a brief summary of the job description.

1. What do you see as the candidate’s professional goals?

2. Have you observed the candidate in a teaching situation? What is your evaluation of _______’s teaching ability at the undergraduate (or graduate) level?

3. ASU is designated as a Hispanic-serving institution. In addition we serve many other diverse student populations. Can you speak to _________’s experience or commitment to working at a Hispanic-serving institution and with other diverse student populations?

4. What is your evaluation of _______’s interests and accomplishments as a scholar?
5. What is your evaluation of _______'s interactions as a professional colleague?

6. If the opportunity arose, would you hire _______? If so, for what position(s)?

7. If you were permitted a single word descriptor of _______, what would it be?

8. What do you see as the _______'s greatest strengths? In what area(s) does _______ most need improvement?

9. ASU is located in a small, rural city in the center of a large, semi-arid high alpine valley north of the Colorado/New Mexico border. There are many outdoor opportunities and cultural sites/events within a short drive. Larger cities such as Pueblo, Santa Fe, Denver, and Albuquerque are within a 2-4 hour drive. Do you think _________ would thrive in this type of environment, both personally and professionally?

10. Is there anything else you think we should know about ________ that we have not asked?

11. What is your overall rating of ________?

   ___ Excellent     ___ Good     ___ Acceptable     ___ Unacceptable

Program-specific questions can be added. For example:

How would you evaluate _______'s experience and/or interest in science outreach to the K-12 sector?
How willing/able is _______ to involve undergraduate students in research projects?