Appendix B

Sample Form for Interviews with References

Candidate _______________________________ Interviewer _______________________________
Reference _______________________________ Date _______________________________
Title _______________________________ Location _______________________________

1. How well do you know the candidate, for how long, and in what capacity?

2. (Describe the position - see attached statement.) How well do you think the candidate fits this position?

3. Comment on the candidate’s scholarship and creative achievement. Is he/she a national leader in the discipline?

4. Comment on the candidate’s reputation as a teacher and his/her commitment to education and students.

5. Comment on the candidate’s administrative skills, including style and ability to manage a budget.
6. Comment on the candidate’s leadership skills, including interpersonal skills.

7. Comment on the candidate’s breadth of national and international perspective.

8. Comment on the candidate’s commitment to diversity. Cite some examples.

9. If this person had any critics, what would they probably be concerned about?

10. Would you hire this person for this position? Why or why not?

11. Is there anything else that I should have asked you?

12. Can you suggest anyone else who might be able to help us assess this candidate?