Faculty Reference Checks

- Review the letter of recommendation associated with the reference.

- When introducing yourself to the reference, share only that the candidate is a finalist for a position.

- Maintain the highest level of confidentiality throughout the process. Do not delegate the reference gathering process to anyone outside the hiring process and share information gathered on a need-to-know basis only.

- Script:
  Thank you for taking my call. My name is (name) from the University of Colorado Boulder. (Applicant’s name) is a finalist for the position of (job title) and has indicated they were employed by your organization from (beginning/end dates).

Possible Questions to ask a Reference:
- What was the nature and length of your relationship with the candidate?

- How would you describe the candidate’s leadership skills?

- Describe this candidate’s teaching experience.

- Describe the candidate’s research background and its impact on this field.

- Describe the candidate’s service background and its impact on this field.

- Please describe the candidate’s ability to work with senior leadership.

- How does ____ handle difficult people? What is ____’s conflict resolution approach?

- Describe how the candidate interacts with others. Explain.

- What are the candidate’s key accomplishments or impact on the department?

- What area of development could the candidate focus on?

- Please speak to ____’s ability to recruit undergraduate majors. Can you cite specific examples?

- Would you work with this individual again? ____ Yes ____ No (If no, why not?)

Thank you very much for talking with me about this candidate. I appreciate your time.

Adapted from the University of Colorado Boulder’s Faculty Affairs search process