TELEPHONE INTERVIEWS OF REFERENCES FOR FACULTY CANDIDATES

Reference Name _______________________________  Title ____________________________

Department _______________________________  Telephone (___) _____ - ______

School/College _______________________________  Telephone (___) _____ - ______

Institution _______________________________  E-Mail ____________________________

Candidate Name _______________________________  Interviewer ____________________________

Position Sought _______________________________  Today’s Date ____________________________

**Over what TIME PERIOD and in what professional CAPACITY have you known the candidate?**

Time period from ______________ to ______________

Capacity ____________________________

**What is your PEER EVALUATION of the candidate’s TEACHING?**

Classroom performance ____________________________

Student’ perspectives ____________________________

Helpfulness outside classroom ____________________________

Expectations ___ high ___ medium ___ low  Grade distribution ___ high ___ medium ___ low

Other ____________________________

**What is your PEER EVALUATION of the candidate’s SCHOLARSHIP and RESEARCH?**

Degree completion status/progress ____________________________

Knowledge of the discipline ____________________________

Publications ____________________________

Presentations ____________________________

Organizations ____________________________

Other ____________________________

**What is your PEER EVALUATION of the candidate’s SERVICE?**

Demeanor as a colleague ____________________________

Departmental ____________________________

Institutional ____________________________

Community ____________________________

Other ____________________________

**What is your PEER EVALUATION of the candidate’s EMPLOYABILITY?**

Would you hire/rehire as temporary faculty  YES _______  NO _______  UNCERTAIN _______

Rationale ____________________________

Would you hire/rehire as permanent faculty  YES _______  NO _______  UNCERTAIN _______

Rationale ____________________________

Other ____________________________

10/04
TELEPHONE GUIDE
APPLICANT THAT MAY BECOME CANDIDATES

Applicant’s Name ____________________________  Call Day & Date ____________________________

Applicant’s Telephone (___) ________ - ________  Caller’s Name ____________________________

Talked with Applicant _____  Left Message for Applicant _____  No answer and No Message _____

Hello. My name is __________________. I’m calling from Slippery Rock University.
May I speak with ___________________ ____________________________?

The reason for may call is to determine whether you are still an applicant for the temporary, full-time OR
Tenure Track position in the (Department Name) at Slippery Rock University.

Are you still an applicant for this position?  YES _____  NO _____

We want to confirm to you that we now have a complete application folder for you.

OR
I must remind you that we need to have a COMPLETE application file for every applicant before the final
review of all applicants to determine those who will be recommended for candidacy.

Your application folder is NOT YET COMPLETE.

We have NOT received __________, __________, and __________ from you.

If you wish to continue your application, then we must have ALL materials before noon on ______________

Can you provide the remaining materials by the deadline?  YES _____  NO _____

You may deliver materials by:  FAX: (Fax Number)  E-Mail: _____ (E-Mail Address)

If you are selected to be a candidate, will you be able to travel to Slippery Rock University for an interview and
classroom presentation sometime between ___(Day)_, (Month & Day), and ___(Day)_, (Month & Day)?

YES _____  NO _____

Because this is a temporary position, I regret to inform you that travel reimbursement money is NOT
available.

If chosen as a candidate, would that condition be acceptable to you?  YES _____  NO _____

Do you have any questions or comments at this time?  YES _____  NO _____

Thanks for your help today.

10/04