

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 _____

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 my 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.