REFERENCE FORM FOR COLLEGE FACULTY CANDIDATES

Please complete this reference form, sign below and return to the Search Chair

Date of Reference Check: ____________________________

Candidate: ____________________________

Position: ____________________________

Department: ____________________________

Name of Reference: ____________________________

Reference Contact Information: ____________________________

How long have you known the candidate and in what capacity? ____________________________

(If the reference is a former employer) Verify candidate’s employment dates and position:

Please describe the candidate’s overall strengths and weaknesses:

Provide an example of the candidate’s classroom accomplishments or other teaching potential:

Describe the candidate’s recent research and/or grant involvement:

Can this candidate work collaboratively with other faculty and staff?

What is this candidate’s attitude towards students?

How do you rate the applicant’s ability to plan and organize work short term? Long term?

What position and work environment do you feel would be the best fit for this candidate?

Is there anything else that you would like to tell me about the candidate?

Reference Check completed by: ____________________________ (signature)