**REFERENCE INTERVIEW QUESTIONS**

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| **POSITION INFORMATION** | |
| Date: |  |
| Budget Position Number: |  |
| UW System Title: |  |
| Candidate Name: |  |
| Reviewer Name: |  |
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| **SAMPLE VERBIAGE** | |
| **OPENERS**  Identify yourself, your institution, your reason for calling, the candidate for which the reference check is being done, and the position for which the candidate is applying.  “Is now OK or can we schedule another time?”    “Our goal is to hire the person most likely to succeed in this position. We would really appreciate your candid and objective comments about \_\_\_\_\_\_\_\_\_\_ and would like to know if you would mind answering some questions for us.”    **DESCRIBE THE POSITION**  The University of Wisconsin-Green Bay is a comprehensive public institution offering undergraduate, graduate and doctoral programs to nearly 8,000 students with campus locations in Green Bay, Marinette, Manitowoc and Sheboygan. Established in 1965 on the border of Green Bay, the University and its campuses are centers of cultural enrichment, innovation and learning. The Green Bay campus is home to one of the Midwest’s most prolific performing arts centers, a nationally recognized 4,000-seat student recreation center, an award-winning nine-hole golf course and a five-mile recreational trail and arboretum, which is free and open to the public. This four-campus University transforms lives and communities through student-focused teaching and research, innovative learning opportunities, powerful connections and a problem-solving approach to education. UW-Green Bay’s main campus is centrally located, close to both the Door County resort area and the dynamic economies of Northeast Wisconsin, the Fox Valley region and the I-43 corridor. UW-Green Bay offers in-demand programs in science, engineering and technology; business; health, education and social welfare; and arts, humanities and social sciences.    **ESSENTIAL JOB FUNCTIONS**  The position for a/an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_requires: (make a bulleted list).   * Qualifications from the position announcement * Essential job functions from position announcement     **ESTABLISH REFERENCE’S RELATIONSHIP TO CANDIDATE**   * What is your relationship to \_\_\_\_\_\_\_\_\_\_? * How long have you (observed, worked closely with, supervised) this candidate?     **SAMPLE QUESTIONS:**   * What position did *[candidate]* hold in your Institution/organization? * Did you have the opportunity to observe *[candidate]* in that position? * How would you describe *[candidate’s]* performance in that position? * How would you describe *[candidate’s]* work ethic (dependability, thoroughness, initiative, collegialit * What do you consider *[candidate’s]* strengths? * In what areas(s) does *[candidate]* need additional development? * In what sort of environment do you think *[candidate]* would work best? * How confident are you that this candidate will have success in teaching undergraduate and graduate courses? * What is the candidate’s experience or potential for working collaboratively with diverse colleagues and students? * Can you describe *[candidate’s]* problem solving skills? * What would you expect this candidate to be able to contribute to an interdisciplinary unit? * How confident are you that this candidate will have success in doing community service? * How would you describe the candidate’s decision making in terms of ethics? * Why is *[candidate]* interested in leaving your institution/organization? * Would you hesitate to re-employ or work with *[candidate]* if you had the opportunity? * Is there any additional information that you feel we should have in considering *[candidate]* for employment? | |
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| **ROUTING** | |
| Recruitment Chair sends form electronically to Designated Approver (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support)↓  Designated Approver sends an email indicating approval to Recruitment Chair (cc:hr@uwgb.edu and Admin Support) | |
| *Recruitment Chair retains all electronic approvals until conclusion of the recruitment.* | |