

CANDIDATE REFERENCE CHECK

Candidate: _____ Reference: _____

Interviewer: _____ Time/Date: _____

Introduce yourself as a member of the Search Committee for a new Assistant Director for Learning Assistance at Eastern Illinois University. Ask if this is a convenient time to ask some questions regarding (Candidate's) qualifications for this position? Give a brief overview of the position to enlighten the reference.

1. In what capacity have you worked with this person, when/where and for how long?
2. What do you believe the candidate's greatest challenge in adjusting to this position might be?
3. Please describe your knowledge of the candidate's experience with learning assistance programs.
4. Please give me some descriptors that tell me about the candidate's interpersonal skills when dealing with students.....faculty.....others.
5. Would you comment, if you can, about this person's ability to develop and implement new efforts programs.

What about once a program is up and running, ..what style does this person use to keep the effort fresh and growing?

6. Can you give me an idea of what your perceptions would be about this individuals' skills as a manager - with special emphasis on their organizational abilities?

7. Professional weaknesses? We all have them. Can you think of anything that this candidate struggles with in working with college students and college faculty?

8. If you were beginning a center like this on your campus....would you ask this person to help you get the project rolling? Why?

9. If you have had the occasion to see this person in action in a group, what role or roles do they tend to play? Do they gravitate toward being a leader or a facilitator or a coach or a strong member of the team?

10. Is there any additional information you would like to share that will help us a; we make our decision about this candidate?