

**Director for Administration and Finance, WEIU TV
Candidate Reference Checks**

Candidate Name: _____

Person Contacted: _____

Phone #: _____ Date/Time: _____

Interviewer(s): _____

When appointments are made for these calls, the position announcement should be faxed or e-mailed to the reference. Prior to asking questions, verify that the person has received and reviewed the announcement. If not, review its contents.

- 1) How long and in what capacity have you known the candidate?

- 2) Please describe and give examples of the candidate's effectiveness and capabilities in the following areas:
 - a) Communication Skills:

 - b) Organizational Skills:

 - c) Supervisory Skills:

 - d) Visibility within the Organization and the Community:

- 3) Describe and give examples of the candidate's leadership capabilities and relationship to other major segments of the University such as:
 - a) Development and the Foundation

 - b) External Affairs

 - c) Campus constituents such as faculty, students, staff and upper administration

- 4) Describe and give examples of the candidate's knowledge and skills in the following areas of responsibility.
- a) Budget Office

 - b) Business Services including Purchasing, Accounting, Cash Management, and Student Receivable

 - c) Human Resources which includes Payroll, Student Payroll, A & P Positions, Benefits and Employment in a state civil service system

 - d) Facilities Planning and Management including renovations, funds transfers, budgets
- 5) Would you hire the candidate if you had a similar position available in your organization?
- 6) Why do you think the candidate has the skills necessary to succeed as Director for Administration and Finance, WEIU TV?
- 7) Does the candidate have any skills that require further development?
- 8) Is there anything else you would like to add that would help us make a decision concerning Dr./Mr./Ms. _____?