

## Telephone Reference Check Form For Executive Positions

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\_\_\_\_\_  
Candidate's Name

\_\_\_\_\_  
Reference Name

\_\_\_\_\_  
Title

(\_\_\_\_) \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

**Mr./Ms./Dr. \_\_\_\_\_ has applied for/been nominated for the position of (title) at (System member). You've been suggested as someone who might help us assess his/her experience and leadership skills as they relate to this executive position. Position duties include (brief description of duties).**

What do you believe are the strengths and weaknesses of his/her administrative and technical abilities?

What have been the candidate's most significant accomplishments in his/her current or past position?

The position has significant and complex responsibilities that call on related experience and demonstrated management abilities. Is he/she well suited for this level of administrative responsibility? Elaborate.

Do you have any reservations about this candidate's ability to perform the duties of this position? Explain.

Has he/she demonstrated an ability to interact effectively with multiple and diverse constituencies (i.e., faculty, staff, business community, legislators, etc.)? Cite specific examples.

How do you rate his/her oral and written communication skills?

Are there any other issues or consideration that you believe would be important input for the Search Advisory Committee?

Do you know anyone else we would contact for a reference on this candidate?

**Thank you for your time and comments.**

Reference Checked by: \_\_\_\_\_