

**TELEPHONE INTERVIEWS OF REFERENCES FOR FACULTY CANDIDATES**

Reference Name \_\_\_\_\_ Title \_\_\_\_\_  
Department \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
School/College \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Institution \_\_\_\_\_ E-Mail \_\_\_\_\_  
Candidate Name \_\_\_\_\_ Interviewer \_\_\_\_\_  
Position Sought \_\_\_\_\_ Today's Date \_\_\_\_\_

**Over what TIME PERIOD and in what professional CAPACITY have you known the candidate?**

Time period from \_\_\_\_\_ to \_\_\_\_\_  
Capacity \_\_\_\_\_

**What is your PEER EVALUATION of the candidate's TEACHING?**

Classroom performance \_\_\_\_\_  
Student' perspectives \_\_\_\_\_  
Helpfulness outside classroom \_\_\_\_\_

**Expectations** \_\_\_ high \_\_\_ medium \_\_\_ low **Grade distribution** \_\_\_ high \_\_\_ medium \_\_\_ low  
Other \_\_\_\_\_

**What is your PEER EVALUATION of the candidate's SCHOLARSHIP and RESEARCH?**

Degree completion status/progress \_\_\_\_\_  
Knowledge of the discipline \_\_\_\_\_  
Publications \_\_\_\_\_  
Presentations \_\_\_\_\_  
Organizations \_\_\_\_\_  
Other \_\_\_\_\_

**What is your PEER EVALUATION of the candidate's SERVICE?**

Demeanor as a colleague \_\_\_\_\_  
Departmental \_\_\_\_\_  
Institutional \_\_\_\_\_  
Community \_\_\_\_\_  
Other \_\_\_\_\_

**What is your PEER EVALUATION of the candidate's EMPLOYABILITY?**

Would you hire/rehire as temporary faculty YES \_\_\_\_\_ NO \_\_\_\_\_ UNCERTAIN \_\_\_\_\_  
Rationale \_\_\_\_\_  
Would you hire/rehire as permanent faculty YES \_\_\_\_\_ NO \_\_\_\_\_ UNCERTAIN \_\_\_\_\_  
Rationale \_\_\_\_\_  
Other \_\_\_\_\_

**TELEPHONE GUIDE**  
**APPLICANT THAT MAY BECOME CANDIDATES**

Applicant's Name \_\_\_\_\_ Call Day & Date \_\_\_\_\_

Applicant's Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Caller's Name \_\_\_\_\_

Talked with Applicant \_\_\_\_\_ Left Message for Applicant \_\_\_\_\_ No answer and No Message \_\_\_\_\_

Hello. My name is \_\_\_\_\_. I'm calling from Slippery Rock University.  
May I speak with \_\_\_\_\_?

The reason for my call is to determine whether you are still an applicant for the temporary, full-time **OR** Tenure Track position in the (Department Name) at Slippery Rock University.

Are you still an applicant for this position? YES \_\_\_\_\_ NO \_\_\_\_\_

We want to confirm to you that we now have a complete application folder for you.

**OR**

I must remind you that we need to have a COMPLETE application file for every applicant before the final review of all applicants to determine those who will be recommended for candidacy.

Your application folder is NOT YET COMPLETE.

We have NOT received \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ from you.

If you wish to continue your application, then we must have ALL materials before noon on \_\_\_\_\_

Can you provide the remaining materials by the deadline? YES \_\_\_\_\_ NO \_\_\_\_\_

You may deliver materials by: FAX: (Fax Number) E-Mail: (E-Mail Address)

If you are selected to be a candidate, will you be able to travel to Slippery Rock University for an interview and classroom presentation sometime between (Day), (Month & Day), and (Day), (Month & Day)?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Because this is a **temporary position**, I regret to inform you that travel reimbursement money is NOT available.

If chosen as a candidate, would that condition be acceptable to you? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have any questions or comments at this time? YES \_\_\_\_\_ NO \_\_\_\_\_

Thanks for your help today.