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# Telephone Reference Check Form Template – Tenure-Track Faculty

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| --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | |
| Section must be completed in full. Incomplete information may delay approval of the On-Campus Interview Packet. | | | | | | |
| Applicant Name: |  | |  |  | Date: |  |
|  | Last | | First |  | | |
| Person Conducting Reference Check: | |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Referent Information | | | |
| Section must be completed in full. Incomplete information may delay approval of the On-Campus Interview Packet. | | | |
| Name of Referent: |  | | |
| Referent’s Title: |  | Phone: |  |
| Institution: |  | | |

|  |
| --- |
| Reference Questions and Responses |

***Do not document information that unnecessarily identifies any protected status.***

My name is [INSERT YOUR NAME], and I am a member of the [NAME OF DEPARTMENT] search committee for a faculty position in [POSITION TITLE] at California State University, Los Angeles. Thank you for taking the time to participate in this reference check for [INSERT NAME]

GENERAL (ASSESSING REFERENTS FAMILIARITY WITH THE CANDIDATE)

Are you comfortable providing a reference for [INSERT NAME]?

How long have you known [INSERT NAME] and under what circumstances have you observed their work?

MINIMUM AND PREFERRED QUALIFICATIONS (ADD MULTIPLE QUESTIONS)

How would you assess the [INSERT NAME] in the area of [INSERT EACH MINIMUM AND PREFERRED QUALIFICATION]?

DIVERSITY

Cal State LA embraces diversity and inclusion in every aspect of the campus environment. How committed do you believe [INSERT NAME] would be to contributing to the University’s mission to create and sustain diverse perspectives and an inclusive environment?

COLLEGIALITY

Does [INSERT NAME] maintain positive and productive working relationships with others?

ADDITIONAL QUESTIONS

[You may insert additional questions that are important to the search committee.]

FINAL QUESTIONS

Do you have any concerns that [INSERT NAME] may not be suitable for a tenure-track faculty position?

Thank you for taking the time to speak with me today. I would like to confirm that you [recommend/do not recommend] [INSERT NAME] for this position.

[Thank the referent again]