

**SAMPLE
PHONE REFERENCE SCREENING FORM for [POSITION]**

Candidate's Name: _____

Reference's Name, Title, Contact Information: _____

Thank you for agreeing to talk with us today about _____ who has applied for the [position] at Bemidji State University in Bemidji, Minnesota. [introduce yourselves] Before we begin, we must first inform you that we will write some notes during the interview and put them into the candidate's file. Under the Minnesota's Data Practices Act, the information we receive regarding the applicant must be available to the applicant upon his/her request. Our conversation will last about [number] minutes as have several questions to ask.

1. We will start with a little background information. How long have you known the candidate? In what capacity ?

2. Let me describe the University and Department briefly. Bemidji State University, a lakeside campus in northern Minnesota. The greater Bemidji population numbers 25,000 and serves as a regional commerce and health center. We welcome 5,000 students annually. Offerings include more than 65 undergraduate majors and 13 graduate programs encompassing the liberal arts and selected professional programs. Bemidji State University is a member of the Minnesota State Colleges and Universities System (MnSCU) The [department] offers BS and MS degrees, has ___ faculty, and the teaching component is greater than the research component. Do you think the candidate's knowledge and experience are compatible with this institution?

3. How would you evaluate _____'s ability to teach an upper division _____ lab experiences course for elementary teachers?

Could you please give us some examples to illustrate your views?

4. How would you evaluate _____'s ability to teach and coordinate a large enrollment general education _____ course? This course enrolls about _____ students per semester.

Could you please give us some examples to illustrate your views?

5. How would you evaluate _____'s ability to teach and coordinate a secondary _____ teaching methods course?

Could you please give us some examples to illustrate your views?

6. How would you evaluate _____'s ability to conduct research at a primarily undergraduate institution?

Could you please give us some examples to illustrate your views?

7. How would you evaluate _____'s interpersonal interactions, communication skills, and collegiality?

Could you please give us some examples to illustrate your views?

8. What are _____'s professional limitations in regards to this position?

9. Are there any other things that you would like to tell us about _____?

Ask reference to please maintain confidentiality. Thank the reference for his/her time.

Interview conducted by: _____

Date of Interview: _____