Sample Reference Checking Questions - Academic

(If sending a job description for them to review) – ask about the candidate's fit for this role.

(If not sending a job description – describe role briefly) – ask about candidate's fit for this role.

1. How long have you known the candidate and in what capacity? (colleague, supervisor, team-member, etc.)

2. Could you talk about the attitude and outlook the candidate brought to the workplace?

3. How would you evaluate his/her skill level (with certain technologies), including his/her capacity and willingness to learn new technologies?
   - Have they demonstrated creativity with technology, or the capacity for creativity with the technologies available in their positions?
   - What is their comfort level with evolving technologies?

4. (if provided overview of our promotion process) How would you evaluate the candidate's ability to meet the demands of an academic library position at Cornell?

5. Compared to others you have supervised or worked with in this position/capacity, what qualities distinguish the candidate from others you have worked with?

   - In what ways is the candidate exceptional? Were there any areas that did not meet expectations or that required particular guidance?

6. What would you say is the candidate's style when interacting with others to accomplish a task?

7. This position requires collaboration across a diverse group of people. How would you rate this person's ability to work collaboratively (very high, moderate, limited)? Can you think of an example that demonstrates this?

8. If we were to hire this person, what could we do to help him be most successful?

9. Would you hire/or work on project with this person again?

10. Do you have any other comments you would like to share at this time? Is there a question I should have asked that I may have missed?