

## SAMPLE TELEPHONE REFERENCE CONVERSATION RECORD

CANDIDATE NAME/NO. \_\_\_\_\_ Date \_\_\_\_\_

Reference Called \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Title/Position \_\_\_\_\_ Committee Member \_\_\_\_\_

- I. **Introduce** yourself by name and as a member of the \_\_\_\_\_ Search & Screen Committee. State reason for call: "I'm calling you as a reference for \_\_\_\_\_, who has applied for the position of \_\_\_\_\_ at the University of Wisconsin-La Crosse. I'd like to ask you 7-8 questions, which will take about 15-20 minutes. Do you have time now? If not, can I call you at another time?"  
Be prepared to respond to reference's questions about UW-L and the position.
- II. Provide written summary responses to the following questions.
  - A. How long and in what capacity have you known the candidate?
  - B. How would you describe the candidate's style and/or skills in working with different constituencies (students, faculty, staff, alumni, local and system administration, legislators, and the community)?
  - C. If you have observed the candidate deal with a problem or conflict, or react under pressure, please describe the candidate's actions/behaviors.
  - D. How would you describe the candidate's method and ability to develop workable strategies to accomplish goals? Is the candidate able to set a direction, establish a process and convince others to support his/her decision?
  - E. Describe achievements of the candidate that would gain the respect of the campus and the community.
  - F. How would you describe the candidate's commitment to equal opportunity and diversity?
  - G. What would be the candidate's greatest strengths in this position? The greatest weaknesses?
- III. Ask for additional comments that the reference may wish to provide. Thank the reference on behalf of yourself and the Committee.