

Faculty Hiring Verification of Phone Call to Candidate's Immediate Supervisor

Name of Candidate: _____

Position: _____

College: _____

Dean: _____

Department: _____

Person making call: _____
(Typically, the search committee chair or chair/director of the department/school.)

Date contact made: _____

Name and title of person providing reference: _____

FREQUENTLY ASKED QUESTIONS (answers do not have to be recorded on this form):

How long and in what capacity have you known the candidate?

What would you describe as his/her strengths?

What would you describe as any weaknesses he/she might have?

QUESTIONS THAT SHOULD BE ASKED IN SOME FORM

Are you aware of any facts regarding this candidate that might cause concern or could bring embarrassment to USF?

Is there any other job-related information, including interpersonal behaviors or disciplinary actions, that you believe we should know about this candidate?

By my signature, I verify that nothing in the conversation with the person listed above would be a matter of concern in issuing a letter of offer to the candidate.

Signature of Person Making Call: _____ Date: _____

Signature of Dean: _____ Date: _____