Candidate Name: ________________________________________________________________

Person Contacted: ______________________________________________________________

Phone #: _____________________________                         Date/Time: ___________________________

Interviewer(s): ________________________________________________________________

When appointments are made for these calls, the position announcement should be faxed or e-mailed to the reference. Prior to asking questions, verify that the person has received and reviewed the announcement. If not, review its contents.

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

2) Please describe and give examples of the candidate's effectiveness and capabilities in the following areas:
   a) Communication Skills:

   b) Organizational Skills:

   c) Supervisory Skills:

   d) Visibility within the Organization and the Community:

3) Describe and give examples of the candidate's leadership capabilities and relationship to other major segments of the University such as:
   a) Development and the Foundation

   b) External Affairs

   c) Campus constituents such as faculty, students, staff and upper administration
4) Describe and give examples of the candidate's knowledge and skills in the following areas of responsibility.
   a) Budget Office
   
   b) Business Services including Purchasing, Accounting, Cash Management, and Student Receivable
   
   c) Human Resources which includes Payroll, Student Payroll, A & P Positions, Benefits and Employment in a state civil service system
   
   d) Facilities Planning and Management including renovations, funds transfers, budgets

5) Would you hire the candidate if you had a similar position available in your organization?

6) Why do you think the candidate has the skills necessary to succeed as Director for Administration and Finance, WEIU TV?

7) Does the candidate have any skills that require further development?

8) Is there anything else you would like to add that would help us make a decision concerning Dr./Mr./Ms.__________________?