

Northern Arizona University
Office of Affirmative Action and Equal Opportunity
FACULTY SEARCH GUIDE

Appropriate Reference Questions:

1. How long have you known _____, and in what capacity?
2. Given the opportunity, would you rehire or hire this person for a position in your department? If not, why? [Pursuant to the Faculty Hiring Process, this type of question should always be asked.]
3. This position for which _____ is being considered involves the following job responsibilities. Based on your knowledge of _____ training and experience, what is your opinion regarding _____'s ability to successfully perform those duties?
4. How would you rate the performance of _____ in his/her current role?
5. Have you observed _____ in a teaching setting? What would you say are _____ strengths as a teacher? What are his/her weaknesses, if any?
6. Did _____ engage in research while at your institution? What is your professional opinion regarding the quality of that research?
7. To the best of your knowledge, has _____ effectively incorporated students in his/her research?
8. What type of professional position did _____ hold at your institution?
9. How would you rate the overall performance of _____ in that role?
10. Have you experienced any negative working interactions with _____? Explain.
11. Working effectively as a team toward goals and objectives defined by the faculty as a whole is critical to the overall effectiveness of our department. Based on your observations, does _____ function effectively as a member of a team effort?
12. Respecting and valuing diversity are critical to the role and mission of NAU. What experience does _____ have with respect to diversity? Has _____ actively incorporated a commitment to diversity in his/her work at your institution? In what ways has _____ incorporated a commitment to diversity in his/her approach to his/her work?