
Questions for Professional References:

Candidate's Name: _____ Date of Reference: _____
Reference Name: _____ Person Contacting Reference: _____

1. [Candidate's Name] has applied for a fiscal tech, senior position and has you listed as a reference. Are you willing to provide a reference?

Yes

No

2. How much supervision does [candidate] require on a day-to-day basis?

3. How would you assess [Candidate's] interpersonal skills, e.g., dealing with faculty, disgruntled or discouraged students, other staff, etc.?

4. Would you say that [Candidate] is able to use (or learn to use) technology and related software, such as Banner, Microsoft Office products, video conferencing, etc?

5. How are [Candidate's] organizational skills, and how well does [candidate] handle pressure and multiple conflicting deadlines?

6. What do you consider to be [Candidate's] strength and weaknesses?

7. Is there anything I have not yet asked that you think I should be aware of before making my hiring decision?