**Date Ref. Check:**

**Name of Candidate:**       **Position**:

**Hiring Department:**       **Supervisor**:

**Interviewee**:       **Relationship**:

* Introduce self and purpose of call
* Provide a brief explanation of Associated Students (CSUN if need be)
* Provide description of your department and the position candidate is applying for.

**Select 3-5 Reference Questions**

**[Intro Questions:](#intro_question)**

* What were the individual's most-recent job duties?

**[General Questions: (Select 1)](#general_questions)**

1. Can you speak to the quality of their work: their attention to detail; level of accuracy, etc.?
2. Can you give some examples of his/her ability to recall and relay information clearly and concisely?
3. Can you tell me about (candidate's) flexibility with regard to job tasks and working conditions?

**[Team Player](#team_player)**[:](#team_player)

* Can you describe this individual's experience working as a member of a team?

**[Problem Solving:](#problem_solving)**

* Describe applicant's ability to appropriately prioritize work and how s/he has handled conflicting deadlines or competing demands.

**[Supervision/Leadership:](#supervision)**

* If (candidate) supervised/managed any employees, how would you describe her/hi supervisory/management skills?

**[Interpersonal Skills (Select 1):](#interpersonal)**

* Would you describe his/her interpersonal skills with respect to customer-orientation, problem-solving, working with diverse individuals, dealing with difficult people, etc.?
* Was this individual able to work independently and accomplish tasks without close supervision?

**[Communication:](#communication)**

* How would you describe the individual’s ability to communicate well orally and in writing?

**[Added Benefit (if applicable):](#added_benefit)**

1. How has (candidate) displayed initiative? Can you please share an example?
2. What would you consider to be (candidate's) areas for improvement?
3. What would you say was (candidate's) biggest accomplishment while working at your organization?
4. Is there anything else you would like to add that is important for me to know or that you would have liked to have known before hiring this individual?

**[Departmental Specific:](#specific)**

**Intro Questions:**

What were the individual's most-recent job duties?

Answer:

**General Questions: (Select 1)**

1. Can you speak to the quality of their work: their attention to detail; level of accuracy, etc.?
2. Can you give some examples of his/her ability to recall and relay information clearly and concisely?
3. Can you tell me about (candidate's) flexibility with regard to job tasks and working conditions?

Answer:

**Team Player**:

* Can you describe this individual's experience working as a member of a team?

Answer:

**Problem Solving:**

* Describe applicant's ability to appropriately prioritize work and how s/he has handled conflicting deadlines or competing demands.

Answer:

**Supervision/Leadership:**

* If (candidate) supervised/managed any employees, how would you describe her/hi supervisory/management skills?

Answer:

**Interpersonal Skills (Select 1):**

* Would you describe his/her interpersonal skills with respect to customer-orientation, problem-solving, working with diverse individuals, dealing with difficult people, etc.?

Was this individual able to work independently and accomplish tasks without close supervision?

Answer:

**Communication:**

* How would you describe the individual’s ability to communicate well orally and in writing?

Answer:

**Added Benefit (if applicable):**

1. How has (candidate) displayed initiative? Can you please share an example?
2. What would you consider to be (candidate's) areas for improvement?
3. What would you say was (candidate's) biggest accomplishment while working at your organization?
4. Is there anything else you would like to add that is important for me to know or that you would have liked to have known before hiring this individual?

Answer:

**Departmental Specific:**

Questions:

Answers: