Schedule the reference interview and send the PVA and a link to the department’s website.

Briefly describe the position.

Sample Reference Interview Questions:

* Please describe your working relationship with the candidate. (How long have you known or worked with her/him? in what capacity?)
* How do you feel the individual would perform in the position as we’ve described it? Please elaborate on any relevant work experience or education. (Note: prompt the person on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [specific skills])
* How would you describe the candidate’s ability to effectively communicate with xyz and function in a xyz environment?
* Have you observed the candidate providing librarian services?
	+ If so, please describe his/her reference skills
	+ What about his/her search skills?
* Have you observed the candidate in a teamwork setting?
	+ If so, please describe his/her negotiating/collaborating/teamwork skills.
* How would you describe the candidate’s problem-solving skills?
* From your experience and observations, what are the candidate’s professional strengths? What do you think would be most challenging?
* Can you speak about the candidate’s management abilities? We are specifically interested in three areas:
	+ People?
	+ Workflow efficiency?
	+ Communication/requests for documentation?
* How would you describe the candidate’s interest in or facility with technology?
* How would you describe the candidate’scommitment to user-oriented services? Are there specific examples you can offer related to this area?
* Do you have any additional comments regarding the candidate and this position?