

## TELEPHONE INQUIRY NOTES

Person called \_\_\_\_\_ Date \_\_\_\_\_

Institution \_\_\_\_\_ Position \_\_\_\_\_

Comments:

Failure to properly “check out” candidates could result in the offering of appointment to an undesirable individual. The University may also be subject to negligent lawsuits based on failure to conduct sufficient background check prior to an offer of employment.

Sample questions you may want to ask during the telephone inquiry:

1. How long have you known the candidate and in what context?
2. (Candidate’s name) is applying for a tenure-track faculty position in the Department of \_\_\_\_\_ at California State University, San Bernardino. On the basis of your knowledge, would you please comment on his/her experience or knowledge in the following areas:  
  
(List 2-5 essential criteria)
3. How does this person interact with students? With peers?
4. Is there anything else regarding (candidate’s name) to share with other members of the Recruiting Committee?
5. Can you suggest others whom the committee should contact regarding (candidate’s name)?

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Signature of Caller