



Part-time Faculty Reference Check

Name: _____
Position: _____
Reference: _____

Questions:

1. What can you tell me about [name] that will help me make a decision about employing him or her to teach part-time [discipline] at Napa Valley College.

2. How did they interact with their peers or colleagues?

3. How did they respond to suggestions for change from you or another supervisor?

4. If this is a teaching reference—did they have student evaluations? What did the student say or how did they rate the person? Did you observe the person teaching? What did you note during that observation?

5. Was this person responsible about meeting deadlines with paperwork and being on time for the job?

6. What can I do to make sure the candidate is successful in our teaching position?

7. Is there anything I need to be concerned about if we decide to employ this person? OR Would you hire this person again?