



**USF Faculty Hiring  
Verification of Phone Call to Candidate's  
Immediate Supervisor**

Name of Candidate: \_\_\_\_\_

Position: \_\_\_\_\_

College: \_\_\_\_\_

Dean: \_\_\_\_\_

Department: \_\_\_\_\_

Person making call: \_\_\_\_\_

*(Typically, the search committee chair or chair/director of the department/school.)*

Date contact made: \_\_\_\_\_

Name and title of person providing reference: \_\_\_\_\_

**FREQUENTLY ASKED QUESTIONS** (answers do not have to be recorded on this form):

How long and in what capacity have you known the candidate?

What would you describe as his/her strengths?

What would you describe as any weaknesses he/she might have?

**QUESTIONS THAT SHOULD BE ASKED IN SOME FORM**

Are you aware of any facts regarding this candidate that might cause concern or could bring embarrassment to USF?

Is there any other job-related information, including interpersonal behaviors or disciplinary actions, that you believe we should know about this candidate?

*By my signature, I verify that nothing in the conversation with the person listed above would be a matter of concern in issuing a letter of offer to the candidate.*

Signature of Person Making Call: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_