



University of Wisconsin System Administration Sample Reference Check Questions

After identifying yourself and the reason for your call, you should ascertain whether the individual knows about the UW System. If not, you can briefly describe both it and the job. The text below may be helpful to you.

As you may know the UW System is made up of 11 comprehensive universities, 2 doctoral institutions, and 13 4-year universities and 12 2-year branch campuses affiliated with seven of the 4-year universities. We serve more than 170,000 students each year and employ more than 39,000 faculty and staff statewide.

- Let me tell you a little about this position. [{Insert language and information relevant here}](#)
- How long have you known (name)? In what capacity?
- What qualities and/or attributes work very well for (name) in professional situations? What qualities and/or attributes make her/him an asset to a professional workplace? Please describe the observations and/or experiences that lead you to this conclusion.
- What were his/her major strengths and weaknesses?
- *[Provide an intro of the position the person has applied for]* Based on your experiences with (name), are there any areas in which you think (name) will be challenged and will need some additional professional development, training, and/or mentoring? If so, what would those areas be?
- How would you assess (name's) ability to:
 - Work collaboratively with others?
 - To work independently?
 - To provide leadership on professional issues?
- Have you had occasion to observe how (name) responds to critical feedback and suggestions for changes? Please describe the occurrences and identify the strategy he/she used in response.
- How did (name) handle conflict? How about pressure? Stress?
- What was (name's) biggest accomplishment while working for your company?
- The person in this role must have outstanding oral, written and interpersonal communications skills. How would you rate (name's) abilities in these areas and why?
- Based on what I've shared with you about the UW System and this position we are hiring for, could you describe how good a fit you think (name) would be for the position?
- Is there anything else you think we should be aware of in considering (name) for this position?
- If given the opportunity, would you be willing to re-hire (name)?