

As of 2017, you must ask at least one question related to diversity/equity/inclusion.

REFERENCE CHECK

POSITION: _____

CANDIDATE: _____

Reference: _____ **Organization:** _____

Phone: _____ **Email:** _____

This position, which reports to the [Administrator's Title], provides classroom and lab instruction, to community college students.

First, **confirm dates/title:** _____

Relationship to Candidate: _____

As a full-time instructor, <_____> would be responsible for advising, assisting and evaluating student performance and learning outcomes. Can you tell me about <his/her> experience doing this?

College of Marin serves a diverse population with various needs. How have you seen <_____> demonstrate a commitment to educating diverse groups?

Would you describe <_____>'s approach to teaching as student-centered, and why?
Would you consider <him/her> to be an innovator in the classroom? Why?

Participation in college activities is also a part of the expectation for full-time instructors at College of Marin, for example, serving on shared governance or other committees, participating in program

review and curriculum development, or in other campus activities. Can you give me some examples of how <_____> has been involved in this way at your institution?

Can you tell me a little bit about <_____>'s ability to work collaboratively and to consider the opinions of others? What type of feedback or first-hand observations have you had regarding <his/her> interactions with others?

Is there anything else you would like to add that is important for me to know?

If applicable: Why did <Candidate> leave your employment?

Would you rehire <him/her>?

COM Representative's Signature & Title

Date