ASSESSING COLLEGIALITY

Use these sample questions when conducting reference checks of your finalists.

1. How does this person handle professional disappointment?

2. How does this person react to criticism?

3. Have you ever had the opportunity to observe this person under pressure professionally?

4. How does this person generally resolve conflict with peers? with supervisors? with subordinates?

5. How does this person resolve situations involving limited resources, competing needs, and the necessity to compromise?

6. How does this person keep interactions on a professional level? Has this person shown an ability to "not take things personally?"

7. Can you give me any example of when you personally observed this individual handle someone who was angry/frustrated/upset/disgruntled? What happened?

8. How do you know this person professionally?

9. In what type of professional setting have you worked with this person?

10. Compared to others you have worked with, how would you rate this person in terms of collegiality?

11. Is there anyone else, in your opinion, I should speak with before making a decision regarding this candidate?