

Date:

Candidate name:

Reference name:

Reference phone/e-mail:

Thank you for completing the following reference questions for the candidate listed above. He/She has applied for the position of scientific editor at Kansas State University. Following is a brief description of the position that may be useful as you respond to the following questions.

Scientific Editor:

The individual in this position fulfills the mandated requirement to publish results of research conducted by Kansas Agricultural Experiment Station (KAES) scientists. Publication of results adds to the body of knowledge, demonstrates use of public or other funds, and provides information about areas of study conducted by KAES scientists. Position is primarily responsible for editing manuscripts to be submitted to scientific journals and for coordinating production of KAES publications through editing, design, printing, and distribution. Publications may be printed or published electronically. Materials must be edited to target intended audiences, whether for the professional audiences of scholarly, scientific journals or for consumer-level audiences who will make practical use of the research results. Materials must be professional in appearance and must support university, college, and experiment station missions.

1. How long have you known/worked with the candidate? How are you acquainted with her/him?
2. Can you tell me about the type of work he/she does? What is the main function of the job?
3. What would you say are his/her professional strengths? Can you give an example of why you feel that way?
4. What would you say are his/her professional weaknesses? Again, could you give an example?
5. Would you hire this individual? What reservations would you have in recommending this person for employment?

6. How would you rate this person's ability to use electronic media and publishing software such as InDesign?
 Very good Good Average Fair Not very good Don't know
7. How would you rate this person's ability to utilize social media (web, Twitter, FaceBook) to promote publications/published information?
 Very good Good Average Fair Not very good Don't know
8. How would you rate this person's editing background or abilities?
 Very good Good Average Fair Not very good Don't know
9. How would you rate this person's ability to understand and communicate scientific information?
 Very good Good Average Fair Not very good Don't know

10. Using the scale described below, please rate the applicant in the following characteristics:

- 1 = The person may need considerable training or improvement
- 2 = Not as good as most
- 3 = About average
- 4 = Better than most
- 5 = One of the best you could find
- 6 = Don't know/Not observed/Lack evidence

Detail orientation	1	2	3	4	5	6
Optimistic/Positive attitude	1	2	3	4	5	6
Initiative/Self-motivation	1	2	3	4	5	6
Cooperation with co-workers	1	2	3	4	5	6
Ability to work independently	1	2	3	4	5	6
Organization in time and work	1	2	3	4	5	6
Judgment	1	2	3	4	5	6
Oral communication skills	1	2	3	4	5	6
Written communication skills	1	2	3	4	5	6
Listening skills	1	2	3	4	5	6
Tact/Courtesy	1	2	3	4	5	6
Dependability/Promptness	1	2	3	4	5	6
Flexibility/Adaptability	1	2	3	4	5	6
Honesty/Integrity	1	2	3	4	5	6

Appreciation for diversity

1

2

3

4

5

6

11. Is there anything else you can tell me to help us make our decision?

12. Could you give us the name of a secondary reference who could tell us about the candidate's work? (We will contact the applicant for approval before contacting any secondary reference.)

Y ___ N ___

Secondary reference name: _____

Secondary reference phone and e-mail: _____