

In confidence

**UC San Diego**  
**Jacobs School of Engineering**

Date

**Reference Questionnaire**

Dear potential referee:

Thank you for taking the time to provide a letter evaluating our faculty candidate. In addition to your letter, we would like to know more about your relationship with the candidate. We would appreciate it if you would complete the following questionnaire and submit with your letter (attach additional pages if necessary):

Your Name: \_\_\_\_\_

Are you a family member or close relative of the candidate?

Yes  No

If yes, please explain the relationship \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been the candidate's collaborator within the past five (5) years?

Yes  No

If yes, please explain the relationship \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a current grant or a pending grant application with the candidate?

Yes  No

Do you have a current or past mentoring relationship with the candidate?

Yes  No

If yes, please explain the relationship \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any circumstances in which your impartiality in this case could be questioned?

Yes  No

If yes, please explain the relationship \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Confidentiality Statement

Although a candidate may request to see the contents of letters of evaluation, your identity will be held in confidence. The material made available will exclude the letterhead, the signature block, and material below the signature block. Therefore, material that would identify you, particularly information about your relationship to the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of confidential information is sought, the University does its utmost to protect the identity of such sources.