

**Structured Interview  
Fellow Reference Form—  
Confidential**



**Side A: Completed by Candidate**

**Fellow Candidate:** A structured interview is a face-to-face meeting or telephone call between the Fellow candidate and the reference. During the interview, the reference should ask questions about your competence, judgment, ethics and integrity. Complete the information on this side of the form and then forward it to your reference to complete the reverse side. You are responsible for contacting the reference to arrange the interview.

To prepare for the structured interview with your Fellow reference, please review the questions on the reverse side of this form.

**Reference:** Please complete the reverse side of this form and fax (312-424-9405) or mail it to ACHE as soon as possible.

**Date**

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**Reference Information**

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NAME

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TITLE

ORGANIZATION

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ADDRESS

CITY

STATE

ZIP

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**Candidate Information**

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NAME

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TITLE

ORGANIZATION

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ADDRESS

CITY

STATE

ZIP

# Structured Interview Fellow Reference Form— Confidential

## Side B: Completed by Reference

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### Confidential Inquiry on Applicant to Become a Fellow of the American College of Healthcare Executives

You have been listed as a reference by the candidate indicated on the reverse side. As a Fellow reference, you will be contacted by the candidate to schedule an interview. We strongly recommend that this interview be conducted face to face; however, a telephone interview is acceptable if a face-to-face meeting is not possible. Your reply will be held in the strictest confidence. ACHE is interested in learning the candidate's professional reputation for competence, judgment, integrity and ethics. Thank you for your assistance.

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### Structured Interview Questions

As a reference, please ask the candidate the following questions in your interview. Then provide your comments regarding the candidate in the space below.

1. Describe your healthcare administration career path to present. What are your career goals?
2. Why do you want to achieve Fellow status, and how do you plan to use your credential?
3. How do you plan to promote your board certification in healthcare management?
4. What role has mentoring played in the development of your career? Do you plan to mentor healthcare leaders in their careers? How?
5. How has the ACHE *Code of Ethics* guided your behavior? Why is this code important?
6. What does professionalism mean to you? Why do you think individuals join ACHE (list at least three reasons)?
7. As communities become more diverse, so must the healthcare organizations that serve them. In what ways does your organization support a racially/ethnically diverse and equal work force?
8. What can you do personally to foster diversity and equality?
9. Describe ACHE's governance structure. Include the following:
  - **Council of Regents:** Who may serve as a Regent? How are they elected? What is the role of the Regent and the Council of Regents?
  - **Board of Governors:** Who may serve as a Governor? How are they elected? Describe the role of a Governor and the Board of Governors.

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### Comments

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SIGNATURE

DATE

IF KNOWN, PLEASE INCLUDE YOUR ACHE AFFILIATE ID NUMBER

Send to:  
American College of Healthcare Executives (Confidential)  
1 N. Franklin St., Ste. 1700  
Chicago, IL 60606-3529  
Phone: (312) 424-9400  
Fax: (312) 424-9405