



helping nonprofits and NGOs worldwide thrive in challenging times

Reference questions on an employee

- When did he/she work for you?
- What were his/her most recent job duties?
- Why did he/she leave your organization?
- In your opinion, what are his/her strengths? Weaknesses?
- Was he/she a team player?
- Was he/she a motivated self-starter?
- Did any personal problems affect his/her work performance?
- What kind of job is best suited for him/her, in your opinion?
- How would you describe his/her overall performance?
- Is there anything of significance you'd like to add?