

H – Hiring The Executive Director

Checking references  
Performance Appraisal Process

For more information on Hiring The Executive Director link to: [www.ncnb.org](http://www.ncnb.org)

[www.genie.org](http://www.genie.org)

## Checking References Of Potential Candidates

Note: Revise these questions as needed to fit your criteria.

Name of Candidate:

Name of Person Giving Reference:

Relationship to Candidate:

Interviewer:

- What are this person's greatest strengths? What is he/she best at?
- What do you see as his/her areas of greatest difficulty?
- Is he/she creative? On what do you base your opinion?
- Does he/she have a sense of humour? Describe examples.
- If you were his/her boss, what one thing would you have her/him work to improve?
- Are you aware of any problems he/she has had with staff who work with him/her?
- With a board? Politically, in the community? Were they resolved? How?

Adapted from Hiring the Executive Director, Sheila Albert.

United Way/Centraide Canada