

Job Reference Tips

1

Ask for permission before you add anyone to your list.

2

List supervisors from work first. If you have not worked before, list teachers, volunteer coordinators, or church leaders.

3

Choose references that are easy to contact. Always ask your references how they want to be contacted and what the best times and numbers to reach them will be.

4

Include only people who will give you a great review. Your job is sales, don't include anyone who may not help you sell your qualifications.

5

Pick people who will make you look good just by being associated with them. You want professional, kind, polite, well-spoken people to speak to your future boss. These kinds of people are much more likely to be believed.

6

Choose a diverse group of references. You may want a woman, a man, a supervisor, a church leader, and so on. Don't make them all supervisors from the same work place if you can choose more variety than this. Your references should represent your interests and experiences.

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7

Keep your references up to date on your career status. Create an email list and if you make the short list for a position, notify them to be watching for a phone call. It is important that your references are easy to reach at that point in the employment process! You can avoid interruptions getting hired if you know a reference is unavailable at a certain point in time.

8

Do not include references on your CV and it is not necessary to write, "References Available Upon Request." That is a given in the hiring process, the employer does not need to be told.
