



REFERENCE TIPS FOR CANDIDATES

Never Underestimate the Importance of a Reference

Most candidates do not take enough care in selecting, informing, and following-up with their references. Send your references some background information on the position and the institution, and describe the reasons why you are interested, and believe you are qualified, for the position.

Choose Each Reference Carefully

Each person should be able to speak to your skills, abilities, and accomplishments. Give thought to their role and what credibility it will add to you.

Check Your Information

Are your references willing to be called at home? Can they be contacted via email? Double check phone numbers and addresses for accuracy. Give as many contact options as possible for each reference. Be sure to provide a sentence or two that explains your relationship to the reference ~ for example:

Jane Doe

President

XYX Corporation

Phone 888-222-3333

Cell 888-333-4444

Email janedoe@xyx.com

Relationship: Jane was my direct supervisor from 1999-2005 at XYX Corp.

Keep Them Up to Date

Keep your references abreast of your job search status—especially when you land that new position.

Say Thank You

Send a note or email to your references to extend your thanks for their help in the process.

Follow Up

You should check back with your references after they have spoken to representative from the potential employer. Get their feedback and impressions on the process and the institution. You may learn something very important that will help you in the future.