



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 why you believe that you are qualified for the position. If they do not have a good understanding of the position they may do you more harm than good. It may or may not be helpful to ask them to make mention of a particular area of expertise that you may have that is critical to securing the position. You have to use your judgment based on the person's style that interviewed you.

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.

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 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 the 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.