



**EMPLOYMENT REFERENCE LIST**

Often, students forget the important role that a reference can play in their job search. A reference check is the **final step** in the recruitment process, however, it should not be neglected and left to complete at the last minute. If an employer is asking you for your references, you can be confident you are one of their **top candidates**.

Prospective employers will contact your references to find out about your past work experience, your skills, strengths and weaknesses, your education and your personality traits. A reference should be able to attest to **your skills and abilities as they relate to the position in question**. Any discrepancies between how you present yourself to the prospective employer and how your reference responds about you, could eliminate you from consideration for a position.

How to use your references page:

- **Do not** include your references page with your resume.
- Inform the interviewer that you will provide a reference list within **24 hours**. This allows you time to **discuss** the position and requirements in more detail with your reference, prior to giving out their names. You can also confirm that they are available and not on vacation or out of town.

To ensure the best reference possible you should:

- **Obtain permission** from your references each time; always **ask what kind of reference they will be** – take them out for coffee and talk about what are your strengths and what areas do you need to improve upon... within 2 minutes into the conversation you will know what kind of reference they will be!
- Choose a reference that you have interacted with in the past year.
- Provide your references with a copy of **your resume**, if possible a copy of the **job posting** and update them on your **current status**; **talk** to them about specific projects you are doing or have done for them that would be relevant to the position.
- Advise your references of the **outcome** and **thank each reference**, regardless of whether or not you were offered the position, it is important to maintain a strong, ongoing, professional relationship.

Begin to create a list of prospective references, updating the list as you engage in new opportunities. You can then easily customize your reference list for each position you seek.

**References may be:**

- work related such as past managers or colleagues from a paid or volunteer position;
- advisors, coaches, or mentors;
- academically focused such as professors who have known you for some time; remember, they should be able to provide information regarding your abilities and performance.

*References should NOT be family, friends or peers or individuals who are not well versed on your work related background and accomplishments.*

<p><b>Jane Green</b>          (204) 234-5555          jane.green@email.com</p>	<p><b>Separate page</b> with same 'heading' as your resume</p>
<p><b>References</b></p> <p>Ms. Judy Williams, Job Title          Company Name          204-895-7597          judy.williams@email.com          Relationship: Team leader</p>	<p>Use <b>same</b> font, formatting and paper as your resume</p>
<p>Mr. John Hill, Assistant Controller          Company Name          204- 225-9776          john.hill@email.com          Relationship: Client</p>	<p>Mid to senior level positions, strive for <b>4-6 references</b></p>
<p>Ms. Judy Stevens, Job Title          Company Name          204-224-9987          Judy.stevens@email.com          Relationship: Professor</p>	<p><b>Circular References:</b> used for management level and higher, includes 2 of the each of following reference categories:          - reported to you          - worked alongside you          - to whom you reported</p>