



CAREER DEVELOPMENT CENTRE

ASPER SCHOOL OF BUSINESS

References – Make Them Count

“ A reference is someone who can provide a prospective employer with information regarding your performance and abilities. ”

You are in the final stages of the interview phase for your dream job and they’ve just asked if they can contact your references... now what happens?

Often, students forget the important role that a reference can play in their job search. Prospective employers will contact your reference to find out about your past work experience, your skills, strengths and weaknesses, your education and your personality traits.

There are a few things that you can do to ace this part of the process:

- Do not include references with resume unless asked
- Take a copy of your references with you to the interview (see sample)

To ensure the best reference possible you should:

- Obtain permission from your references each time
- Provide them with a copy of your resume and if possible a copy of the job posting
- Advise them of the outcome
- Thank them

SAMPLE

*Jane Green
1201 Willowridge Drive
Winnipeg, MB R3N 0S9
(204) 234-5555*

References

Ms. Judy Williams, Manager
Canada Safeway
Ph: 895-7597
Email:williamsj@safeway.ca

Mr. John Hill, Assistant Controller
The North West Company
Ph: 225-9776
Email:jhill@nwc.com

Ms. Judy Stevens
Area Manager – Western Canada
Consumer Impact Marketing
Ph: 224-9987
Email:jstevens@cim.com

Separate page with your name & contact info

Can be work related, academic, or volunteer

3 references if possible

Include: Name
Title
Company
Contact Info.

When selecting a reference choose someone who will comment on your abilities in a favourable way.

3 Types of References

1. **Work Reference** – most common type of reference. This is usually a person who has been your supervisor. This can be paid work or volunteer.
2. **Academic Reference** – should be a professor or teacher who has known you for some time. They should be able to provide information regarding your abilities and performance.
3. **Personal Reference** – the least common. This should be someone who can speak about your character and your personality.