



EMPLOYMENT REFERENCES

WHO ARE THEY?

The number one reason for job rejection is poor job references. Qualified applicants get rejected because they have no references or select poor references. When you select people to serve as your employment reference, these individuals should know you and account for your work-related qualities. People you choose as references should know about your academic ability, productivity, attendance, your reliability, initiative and your ability to work with others. Relatives are never used as job references. At this stage in your life, classmates and friends are never used as job references.

**Your best references are:
Teachers, coaches, past and present employers.**

GETTING PERMISSION

Never give someone's name as a reference without that person's permission. It is important that you keep your references informed about your job search. Give them a copy of your resume. Update them on your skills and activities. It will be helpful to share with them a copy of the job description for the position you are applying for. By doing these things the reference person will be able to give you the best possible recommendation.

REFERENCE LIST

When you apply for a job, the application may ask for references. Do not put references on your resume. In some cases you will go for the job interview and at that point you will be asked to give a list of 3-5 employment references.

HOW TO PRESENT YOUR LIST

When you are just asked to provide references, prepare a sheet of paper with: Employment References for: then list your name, address... Then type the name, address, email and phone number of your references.

EMPLOYERS DO CONTACT YOUR REFERENCES

To give you an idea of what employers might ask your references – see the questions below. Think about how your references will answer these questions about you!

- Can you please describe how you know the candidate? And for how long?
- How would you rate the candidate's skills in _____?
- Can you describe the candidate's communications abilities?
- How well does the candidate work under pressure?
- Can you describe the candidate's attitude toward work?
- How well does the candidate take constructive criticism?
- How well does the candidate interact with co-workers?
- Is the candidate a team player?
- How would you describe the candidate's honesty and integrity?
- Can you describe the candidate's key strengths and weaknesses?
- How receptive is the candidate to new ideas and procedures?
- Given a description of the position the candidate is applying for, do you think the candidate is a good match?
- If you were in a position to hire this candidate for a similar position, would you do so?
- Can you describe the candidate's leadership, managerial, or supervisory skills?