

REFERENCE TIPS

What is a Reference?

It's any individual who can speak about your strengths, character and skills in the workplace.

How Many References Do I Need?

At least 3, but you can add a few more if you have them.

An Ideal Reference Is:

- A past supervisor who loved your work
- A former colleague who has moved into a management position
- A previous customer
- A friend who is a professional of some sort (remember we live in a society that is impressed with titles)

Additional Tips:

- Ask for permission to use someone as a reference
- Be sure to ask if they are comfortable giving you a positive reference
- Try to find people with titles or position that will add credibility
- Give your reference a call when you have given out their name
- Send a brief thank-you note after they have given a reference
- If your reference is a friend, simply put their title at their place of work
- Ask if you should use their work number or their home phone number
- Find out if your reference will be available when an employer will be calling