GUIDELINES

Ask Permission to Use References
Before using someone as a reference get permission. Be sure to let them know the type/title of the position, and the skills you possess as it relates to the position.

Verify What References Will Say About You
Sometime, we ask people to be a reference and the person says, "Sure." Yet, they end up providing poor references. If your reference is a former employer, ask that employer if your job performance was such that s/he would rehire you. Employers often ask this question when checking references. If you suspect that any reference may give a ho-hum recommendation or provide negative feedback about you, remove them from your reference list. Most employers assume that the references you provide will be positive, sometimes that is not the case. So check what your references will say about you before using them. Have discussion around their thoughts about your best talents, traits, skills, work habits and reliability when speaking with prospective employers that may contact them.

Professional References
Professional references are most often listed as follows:
- Name
- Job title
- Company
- Address
- Phone number
- Email address
- Relationship/length of time known

Using a reference who has worked in your field or a related field may promote your image. Potential employers will be interested in feedback about you from someone that can judge your work experience, professionalism and reliability. For example, if you are looking for an accounting position, using professional references such as a Certified Public Accountant, Chief Operating Officer and an Accounting Supervisor, shows you have good contacts within the field of accounting.

Personal References
Personal references are most often listed as follows:
- Name
- Job title (only if helpful to your image)
- Address (ask references if you should use their personal or business address)
- Phone number
- Email address
- Relationship/length of time known