REFERENCES

BEST PRACTICES

- If you creating a separate page for your references use the same header (name, address, email, phone) as your resume page to make a matching set of documents.
- Information to include:

  Reference First and Last Name
  Job Title; Organization/Company
  Phone number: (555) 555-1234
  Email address: email@email.com
- Take a copy of your references to **every** interview, regardless of whether or not they were on your resume

FREQUENTLY ASKED QUESTIONS

1. What types of references are there?

- There are 3 types: personal from personal life; professional from past work, placement, co-op or volunteer experiences; academic from past educational experiences, can include high school if recent, college or university faculty

2. Who should I ask to be a reference?

- Great people to ask includes: past managers/supervisors, co-workers, teachers/faculty, placement supervisors, volunteer work supervisors, or co-members of clubs or associations
- Avoid using family members, however if you have worked for a family business than this can present difficulties. Consider if there is a non-related co-worker you could use instead.

3. How many references are required?

- Unless the hiring employer has asked for a specific number generally aim to have 3-5 references

4. Do I need to have reference letters?

- You do not need a letter unless the hiring employer has specifically asked for one
- You can ask references to write you a letter, it is easiest for them to write one for a specific purpose.
- Ensure if asking for a letter you give your reference enough time, the more information you can give them about potential new employer or position will help with content and focus of your skills

5. Should I include my references on my resume or have a separate references document?

- There is not correct answer, take into consideration the length of your resume and industry norms
- A short resume could include references to help fill up the page
- A long resume can include “References Available Upon Request” statement at the end of the resume
- Read the job posting carefully it might ask you to include references in your application

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6. What if the reference doesn't work at the company anymore?

- Try to be proactive in keeping in contact with past supervisors/managers or co-workers, social media such as LinkedIn can make this easier
- If they have moved companies be sure that they are still willing to act as a reference
- Make it clear to the hiring company that although the reference is now at company "B", you worked with them in their role at company "A"

7. How often should I contact my references?

- When job searching you should attempt to keep in regular contact with your references to let them know about your progress
- Always contact your references prior to giving them out an interview, this allows you the opportunity to fill them in about the position and skills you used in your role with them that you see yourself using in the potential new role

8. What if I have no references?

- If you have no past work experience or volunteer experience, references can be difficult
- Consider using a personal reference which could include a neighbour or family friend
- This is a great reason to get involved in your community, develop relations with people

9. Do employers have to contact my references before making a hiring decision?

- No, it is entirely up to the hiring employer as to whether or not they contact your references.

10. Can a past employer give me a bad reference?

- This is possible, keeping in touch with your references and ensuring that people you are using are going to speak about you in a positive way is critical.

11. Can a hiring employer call companies listed on my resume without my permission?

- This is possible but unlikely, they are however quite likely to "google" your online presence.