

# Job References

**Job references are becoming more and more critical in the job applicant review process. Make sure your references support and promote your abilities by reviewing these critical tips.**

- 1. Start early** in identifying individuals who will best speak about your knowledge, skills, and abilities.
- 2. Choose carefully.** Select people who will support statements you are making about your experience and accomplishments. Pick good communicators who can be objective in their review.
- 3. Engage them personally.** Meet in person to share your career goals and key accomplishments. Share your resume and highlight the components most relevant for the job you are pursuing. Also, know how your references prefer to be contacted and if a particular time is best.
- 4. Provide updates.** Give your references a warning when you think he/she may be contacted, the details of the job and the name of the person who may be contacting him/her.
- 5. Format as a reference sheet not a list.** Provide contact name and information on your references but also highlight specifically what each reference can talk about in terms of experience and abilities.
- 6. Leverage your LinkedIn profile of recommendations.** Recruiters and hiring managers use all information available to them to make a final decision. Make sure your online profile is complete with recommendations from a variety of contacts that know your work.
- 7. Express your gratitude.** Whether you land the job or not, be sure to thank your references and give them an update on your job search.

**Proper engagement and investment in your references can give you that edge over the competition and land you the job you want.**

