

## Questions to Ask a Reference

Do you feel comfortable giving a positive review of my work as a [fill in type of work or position title]?

Will you be available for the next few weeks, and possibly for as long as six months?

What is the best phone number for a prospective employer to contact you?

When is the best time of day to reach you?

Are there days or times you will not be available due to vacation, jury duty, sabbatical, etc.?

## Ways to Prepare Your Reference

- Confirm you have the current contact information from your references.
- Give your references a copy of your resume.
- If you give your references more than one resume, in red, state which type of position each specific resume is related to.
- Confirm the dates you worked with your references—they may not remember the specific months and years.
- Refresh their memory of what you did and how you worked together.
- Provide them with a list of your accomplishments.
- Give them updates. If you know someone will definitely call them, notify them. If there is a lull in interviewing activity, let them know that too. And, of course, let them know if you get hired. Thank your references for their help, whether they are contacted or not.