

### What is the employer's goal when seeking references?

- To confirm the accuracy of what you have written in your resume and cover letter and said in the interview. Also to determine if it is consistent with others' views of you.
- To determine how well you fit into the work environment by finding out how you were perceived by previous supervisors.

### Guidelines concerning references:

- Identify at least three people who will act as positive references for you. If possible, have more than three people in case some cannot be reached when you need them.
- Always ask permission before giving out someone's name and contact information as a reference.
- When asking permission to use someone's name, try to determine what kind of reference will be given. Does this person know you well enough to sell your good points?
- Ask how the reference would like to be contacted – phone, email or either?
- Discuss with your references which tasks you did well when you worked with them. Mention those aspects of your previous job that you wish your reference to highlight.
- Try to avoid using people who hold grudges against you (ie: the former immediate supervisor who fired you). If your previous supervisor is someone with whom you had a disagreement, use another supervisor who may know your work.
- If you must use a reference with whom you have had a poor relationship, warn the interviewer. Be honest about the situation, but do no damage yourself by slandering your former supervisor/company.
- If the supervisor is no longer with the company and you have not stayed in contact with them, put the HR contact for the company, so that employment can be verified.
- Do not include specific reference in your resume. You may indicate "References available upon request" at the bottom of your resume.
- Do not use relatives, boyfriends/girlfriends, co-workers, etc
- When going to the interview, be prepared with your reference list, you might get asked for them before, during or after the interview.
- If you do provide your reference list at the interview, be sure to contact your references after the interview, to advise them they may be called. Provide your reference with the name of the company, the position you applied for and a brief description of the responsibilities, as well as the name of the person who may be calling them.
- Once your job search is over, thank your references!

## **JANE SMITH**

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