

EMPLOYMENT REFERENCES

DEFINITION

- ☐ A recommendation from a person who can vouch for your qualifications for a job

Fun Fact: 36% of hiring managers are interested in input on past job duties and experience

02

BEST CHOICES

- ☐ Recent bosses or co-workers
- ☐ Professors
- ☐ Places volunteered

ETIQUETTE FOR ACQUIRING?

- ☐ Ask nicely & keep it simple
- ☐ Include all useful information
- ☐ Give your reference time to prepare

Pro Tip: LinkedIn Recommendations allows you to find previous co-workers and request a recommendation

02

REVIEWING WITH THE REFERENCE

- ☐ Personal talking points
- ☐ The interview process
- ☐ The job/company culture

02