

Securing references for that next job

We've all seen those ads for positions that we find intriguing. Many of them ask us to submit references. Steward your references well!

1. Talk to each referee *prior* to submitting their name. Ask them to serve in that role. A referee should know you are searching for a new job when they are contacted by a prospective employer.
2. Make sure they know the particulars of the position and what characteristics, skills, and experiences you have which match the position description.
3. Provide them with a current copy of your CV or resume.
4. Explain your reason for pursuing the position. This will help them craft their letter or conversation.
5. Let them know you expect them to provide a complete picture of your qualifications including areas where you can improve or skills you know you need to develop. Hiring managers can be suspicious when all of the references are pristine and you are presented as flawless.

Those of us who have provided references appreciate knowing in advance that our names have been submitted. It allows us to develop thoughtful and genuine letters of recommendation or to formulate solid responses to the hiring manager or recruiter when they call. Being caught flat footed can result in a less than stellar reference.

Take time to thank them, whether you get the job. They took the time and the energy to help you in your search. And you may ask them to serve as a referee in the future.