

REFERENCES

When finding a job, you should be prepared to furnish at least four references (people who know about your work ethic, your skills and abilities for the job, your attendance record, your honesty, and dependability as well as other good job traits).

The best people to list as references are:

- Former or current supervisors or employers
- Work partners (other employees)
- Former customers and/or clients
- Former or current teachers or school counselors
- Contacts from work-related situations or volunteer work

People that **should not** be listed as references are:

- Those under the age of 18
- Relatives
- Politicians (unless specifically required by the hiring agency)
- Religious leaders (minister, priest, rabbi) – unless the work is religious in nature.

A good reference needs to be able to answer the following questions:

- How long have they known you.
- Their professional relationship to you.
- A description of your duties
- Quality and quantity of your work
- Your leadership and managerial skills
- Your technical skills
- Your oral and written communication skills
- Your decision-making ability
- Your professional conduct and moral character
- Your strengths and weaknesses
- Your ability to get along with others
- Your budgeting and financial skills
- Your attendance, punctuality (tardiness), and dependability

Remember, before you actually use someone as a reference on a job application or a resume that will actually be used, you must get their permission to use them as a reference and find out whether they want their company address and phone number or personal address and phone number to be used on your materials.

Your assignment is to list on the back four personal references using these guidelines. For each reference you must list the following:

- First and last name
- Job title
- Company name
- Mailing address (including street address or box number, city, state & Zip)
- Phone number (including area code)
- Email address (if available)
- **OBTAIN REFERENCE'S PERMISSION (by signature or through phone approval)**

REFERENCES FOR _____

Print neatly all information below

First and Last Name _____

Job Title _____

Company Name _____

Mailing Address _____

Phone Number _____ Email Address _____

Reference's Approval (signature): _____

If approval was by phone, state date approval was given: _____

First and Last Name _____

Job Title _____

Company Name _____

Mailing Address _____

Phone Number _____ Email Address _____

Reference's Approval (signature): _____

If approval was by phone, state date approval was given: _____

First and Last Name _____

Job Title _____

Company Name _____

Mailing Address _____

Phone Number _____ Email Address _____

Reference's Approval (signature): _____

If approval was by phone, state date approval was given: _____

First and Last Name _____

Job Title _____

Company Name _____

Mailing Address _____

Phone Number _____ Email Address _____

Reference's Approval (signature): _____

If approval was by phone, state date approval was given: _____