

BEST PRACTICES FOR USING REFERENCES

First the Obvious:

Ensure your references are those who will say positive things about you. *You cannot imagine how many times we have seen people list a reference of someone with an axe to grind.*

Make sure your references have as much direct knowledge as possible of the type of work you have done while working with them. A co-worker who hasn't witnessed your merits directly may not help you as much as you think.

They should be able to speak to your Strengths, Weaknesses (positively), Teaming and Communication skills, and overall approach to Job and Career.

Ensure that the references are up-to-date and can be contacted with a working number like a cell phone or work phone number. Home numbers are acceptable, but often times companies will not call references after hours and can most often lead to a lengthier offer process.

List both Peers and Supervisors. Companies like to get a view from those who have seen you perform from both angles.

Do not list your references on your resume.