

**EMPOWERING PEOPLE.
BUILDING SKILLS.
CREATING OPPORTUNITY.**



YOUR REPUTATION. THEIR CONFIDENCE.

They verify your experience, skills and character –
and confirm you're the right fit for the role. ❤️

 IN THIS GUIDE

- ✔ What are references?
- ✔ Who can be a referee?
- ✔ What employers check
- ✔ How and when references are taken
- ✔ How to prepare your referees
- ✔ What to expect
- ✔ Key things to remember

- ✔ A reference is a report from someone who knows you and your work.
- ✔ It confirms your employment history, skills, performance and behaviour.
- ✔ It gives the employer confidence in your suitability for the role.

 They provide trust and reassurance.

Choose people who know you in a professional capacity, such as:

- ✓ Current or former line manager
- ✓ Team leader
- ✓ Supervisor
- ✓ Lecturer/teacher
- ✓ Volunteer coordinator

 Personal friends or family are not suitable.

- ✔ Employment dates
- ✔ Job title and responsibilities
- ✔ Performance and achievements
- ✔ Attendance and reliability
- ✔ Conduct and professionalism
- ✔ Reason for leaving

 They confirm facts – not give an opinion.

- ✔ Usually after the final interview and before a job offer is confirmed.
- ✔ The employer will ask for permission first.
- ✔ References may be taken by phone, email or online reference forms.

 Always disclosed
with your consent.

- ✔ Always ask permission before listing someone.
- ✔ Give them a copy of your CV and the job description.
- ✔ Remind them of your key achievements and skills.
- ✔ Let them know when the employer may contact them.

 Preparation helps them give you the best reference.

- ✔ Honest answers about your work and conduct.
- ✔ Simple, factual questions.
- ✔ Employers will not usually ask about salary or health.
- ✔ If information is missing, they may ask for more detail.

 Be honest on your CV and application.
Consistency matters.

- **CHOOSE WISELY**
- **COMMUNICATE EARLY**
- **KEEP THEM INFORMED**
- **SAY THANK YOU**
- **RESPECT CONFIDENTIALITY**

Tell them any deadlines and handle their details responsibly.

- ✓ Can you confirm the dates of employment and job title?
- ✓ What were their main responsibilities?
- ✓ How would you describe their performance?
- ✓ What are their key strengths?
- ✓ How do they work as part of a team?
- ✓ How do they manage pressure and meet deadlines?

- ✓ How would you describe their reliability and attendance?
- ✓ How would you describe their communication skills?
- ✓ Would you rehire them? Why or why not?
- ✓ Is there anything we should be aware of that may affect their suitability for this role?

 REMEMBER

Your referees represent you. Choose the right people, prepare them well and make it easy for them to say great things about you. ❤️