

Step 7:

Your References Are a Decision Maker

Employers recommend you be prepared to provide six references. They have emphasized that when deliberating between applicants, it is usually the reference feedback that is the tiebreaker. References may include supervisors, executives, and peers. With six references with complete contact information to choose from, your potential employer can get what they need, which prevents them from moving on to an alternate applicant. Be sure to confirm references are comfortable recommending you and plant the seed for what they should tell a potential employer. Thank references after they recommend you. A nice thank you card goes a long way to keep them open to serving as a future resource.



Activity Alert!

Get Six References

Name: _____	Day Phone: _____
Current Company: _____	Main Email: _____
Current Title: _____	Time To Contact: _____
Relationship*: _____	*-Former title/Co. - did you report to them or work with them?

Reference template available at appleone.com/NHP

First Call to Confirm a Reference

It is great speaking with you again. I was just thinking how much I appreciated you as a mentor. I am preparing for a career change and I was wondering if you would feel comfortable recommending me to another employer.... (wait for response). Thank you so much. I will let you know before I provide your contact information to anyone, but generally which daytime phone number and email address would be best? I know they will ask me to provide your current title and company. May I confirm that _____. Great. I really appreciate this. If there is ever anything I can do for you, please let me know.

Follow-up Call About a Target Company

My career search is starting to produce some results. I am applying for a job at _____, and they have asked for references. Are you going to be around in the next few days or is there anything I should let them know about the best time or method to get in touch with you? Thank you. They are looking for somebody who: _____ and as you recall I _____ and _____ when we worked together from _____ to _____ at _____ (date) (date) (company)