

Looking for a Job: References

Name: _____

Date: _____

Instructor: Present this self-assessment during or after the student identifies and contacts potential references.

	1 NO	2 MAYBE	3 YES
1) References are people who my potential employee may contact to find out more information about me and if I would be a good fit for the job. Do I have at least 2-3 references that would be able to recommend me for a job?			
2) When I am choosing people to use as references, do I think of people who know me fairly well and are knowledgeable about my work skills?			
3) Will my references be able to say positive things about me?			
4) Do any of my references have helpful connections or experience in jobs related to the job I am applying for?			
5) Do I always ask the person if they are willing to be a reference before giving their name to a potential employer, post-secondary institution, volunteer organization, etc.?			
6) When getting ready to ask someone to be a reference for me, do I plan what I will say and how I will say it ahead of time?			
7) If I am going to ask someone in person to be a reference for me, do I choose a quiet place and time to ask if they would be a reference for me?			
8) If I am going to ask someone by phone or email to be a reference for me and I don't hear back from them right away, do I wait at least a full week to contact them again?			
9) Do I give each of my references a copy of my resume so they can speak more knowledgably about me if they are contacted by a potential employer?			
10) I will need information about each of my references including their first and last name, their title or relationship to me, and their current place of business, address, phone number and email address. Do I confirm with each reference that I have current and accurate information for them?			

	1 NO	2 MAYBE	3 YES
11) <i>Do I thank each person who agrees to be a reference for me?</i>			
12) <i>Do I make sure I have all the information about each reference accessible when I am completing an application or going to an interview?</i>			