

REFERENCES

What are references?

After an interview, an employer will use a reference to get to know more about you from someone else's perspective. References are important because they allow the employer to get a sense of your past behaviors in the workplace. This is usually the last step an employer takes before making a hiring decision, and a good reference can be the difference between getting the job and not!

Where do I find a reference?

You want your references to be someone that has seen you at your best in a working environment. Always ask this person if they are able to provide a reference for you **BEFORE** you list them, and tell them what types of jobs or internships you will be applying to. This way you will have time to refresh their memory about you if need be, and they will be prepared when they are contacted.

This can be:

- A Professor
- A current Supervisor from your full/part-time job, internship, or volunteer work
- A past Boss/Supervisor at a full/part-time job, internship, or volunteer work
- A co-worker you worked closely with
- A mentor: someone you get professional advice/direction from
- A club advisor
- A sports or academic coach

This should NOT be:

- Family
- Friends
- Friends of the Family (unless you work for them or don't have 3 other references)

How many references do you need?

Most employers will ask for at least 3, so try and think of 4-5 if possible!

What types of questions do employers ask references?

- *"Tell me about Maria in the work place?"*
- *"Does Nahid work well in a fast paced work environment?"*
- *"How well did Sharon get along with co-workers?"*
- *"What type of student was Derrell?"*

When talking to your references you can prepare them for these types of questions before they speak to your interviewer, so be sure to ask them if they have any questions, or need any other information to ensure a great reference!

Examples

Professor Plate
Suffolk University
8 Ashburton Pl Boston, MA 02108
Work phone: 617-353-8822
Business Management Professor

David Pentum
Home phone: 617-222-3333
Personal email: d.pentum@gmail.com
Supervisor at Bertucci's

Susanne Leam
Fidelity Corporation
Office phone: 617-772-2222
Office email: S.lead@fidelity.com
Mentor