

Providing References

Employers may ask for a list of references when considering you for a position. Before you start your reference list, think of three to five individuals who can attest to the skills you want to highlight for the opportunity. Make sure to list your strongest references first.

Career Tip:

Job searching while currently employed? Make sure to gauge the appropriate time to disclose your search to your current employer. If you have a positive relationship, you may be able to use your current supervisor as a reference.

To help you prepare your reference list, use this list of **Do's** and **Don'ts**.

Do use references who can speak to your capabilities not just impressive job titles.	Don't use family or friends. It's important your references highlight skills that are relevant to an employer or job with specific examples to draw upon.
Do use references you have worked closely with such as mentors, professors, supervisors, research advisors, community leaders, and classmates	Don't list references without their knowledge or permission
Do keep your references in the loop. When interviewing, reach out to your network and give them an updated resume, as well as the relevant job posting or information needed for that position	Don't put your references on your resume. If they are needed, the employer will ask for them on the application or later in the interviewing process.
Do connect regularly with individuals whom you hope to use as a reference.	
Do thank your references.	