

Are References Important

Who would give someone's name as a reference that would give him or her a bad reference?

It happens more often than you think.

Are references important? Absolutely! If your references are used correctly they can be the difference between getting a job offer and just making it to the interview process.

Most businesses want references at the time of the interview (there are a few professions where references are requested up front). You want to present your references toward the conclusion of the interview - not before the interview begins because you could be disclosing information that is inappropriate. Several years ago a lady interviewed for an office management position. To impress me she gave the Governor's home number as well as the mayor's and a senator's address and phone number. She told me these were their private numbers and they would take the call. Then she told me she did not want the position. I had no business with that information in my files.

Leverage your references so they will have the most impact on the interviewer. While employers are not supposed to disclose certain information to the reference screener it can and does happen. You may want to ask for a reference letter, so you have some control over the process.

If you are applying for a position in another city, it is helpful to have letters of references.

In reality, your references become your voice following the interview. Give some thought to who you want speaking for you. It can and does make a difference.

When putting together your résumé and cover letter, don't forget your reference list.

Your career consultant will help you determine which reference will have the most impact and the priority of your list.

Little things can make a big difference in your job search.