

# Guidelines on References

Additional information for  
Careers Success Toolkit : CVs

Careers and Employment Support

- Always ask an employer, family friend, colleague, tutor to be a referee.
- You can always ask, "... Will you be my referee and be able to give me a good reference..."
- Never underestimate the importance of having strong referees available. A referee is a person who can recommend you to prospective employers as a good worker, student or a person with admirable qualities.
- While you might not socialise with your referees, it is your responsibility to keep up with them in their career moves –just sending them a Christmas/Holiday greeting card is one way.
- Research the organisation to find out whether your target employer prefers you to submit referees on your CV.
- If you can not confirm this, omit a referee-section on your CV.
- Once you are short listed and interview, you can always submit your list of referees in another letter.
- Most organisations' application forms will give you the details they require. It will include:
  - ◆ name of referee
  - ◆ job title
  - ◆ organisation
  - ◆ address
  - ◆ post code
  - ◆ telephone number
  - ◆ email address
  - ◆ relationship to you
- To help referee(s) target your reference, notify your referee once you start your job search.
- Once you have been short listed to interview, e-mail your referee (s) a copy of the person specification and job description.
- Contact Careers and Employment Support for a mock interview once you have a copy of the person spec and job description to sharpen your interview techniques.
- Finally, once you get a job offer, send you referees thank you notes and share your success - they'll be proud to hear from you.