

# REFERENCES CHECK



## BASICS

According to [Society for Human Resource Management \(SHRM\)](#), 87% of employers will check at least one of your references when offering you a position. Additionally, based on our experience, the vast majority of employers require an oral reference and definitely prefer that to a written one. It is crucial to quote the most appropriate person who can talk about the following:

## WHAT INFORMATION CAN BE PROVIDED ABOUT YOU?

Your potential employer will most likely ask about:

- Length of employment & previous job title
- Details of responsibility / duties
- Major strengths & weaknesses
- Overall performance & quality of work incl major accomplishments
- Time-keeping and attendance
- Reason for leaving
- Interpersonal skills with co-workers and/or clients

Employers can also ask your previous company if they would re-hire you should you apply for a position there in the future.

## PREPARING YOUR REFERENCE

- 1) Prior to quoting e.g. your former boss as a reference **ask whether you are allowed to do so**.
- 2) Upon approval **provide** the person with **an overview** of what kind of position(s) you have applied to and **who & from which company** will most probably call them.

### EUROPEAN PLANT MANAGER

It's really a challenge to change a job in my industry. Especially if you want to combine changing employers with a promotion. Sending CVs is definitely not enough. Fortunately, I had a Career Angel with her innovative approach to the process, huge professionalism and persistence. What worked in my case was the direct contact with headhunters and decision makers from my TOP20 list. I received the invitations to interviews when I did not expect it anymore!

### IN-HOUSE LAWYER

I truly wanted to change my job to specialize in Real Estate law & to earn more, but I had been ineffective for 6 months. A friend recommended Career Angels to me. My Career Angel gave me advice on my – what I thought – perfect CV & online presence. A month later I started working in the in-house department of an international construction company at the salary I wanted. Thank you!

3) Share the following tips & info with them:

- Hardly anyone remembers everything at all times – **provide your reference with a summary of the above mentioned 7 points**
- When you receive a “reference check call” that takes you by complete surprise, remember you can always re-schedule at a more convenient time
- Be natural & authentic
- What if there is a question you do not feel comfortable answering? You can always say “I’m sorry, this is confidential.” or “I’m sorry. I cannot remember.”
- General rule: don’t be afraid of using superlatives. Depending on who calls you, this is how they might interpret your answer:
  - “He was a good employee” = “He was below-average”
  - “He was a good employee” = “He was an average employee”
  - “He was a good employee” = “He was a good employee”
  - “He was an exceptional employee” = “He was a good employee”
  - “He was an exceptional employee” = “He was a very good employee”
  - “He was an exceptional employee” = “He was an exceptional employee”
  - You get the point.

Note that if you're on friendly terms with your reference and feel comfortable doing so, you can ask them not to disclose certain information. For example, the question "What was her beginning and ending salary" is often asked. If you don't want that information disclosed, ask your reference to answer this question with, "I'm sorry, we don't disclose that information."

#### UNIT MANAGER

I was simply frightened with the idea of searching for a job. After so many years in one organization! I asked one of my friend for help and he recommended Career Angels to me. I met them, although I was skeptical at first. After 90 minutes I left the meeting convinced that I have enough of competences, knowledge and contacts to find a new job easily. I just started and believe me or not - the first offers came after one week!

#### MARKETING COORDINATOR

The most important thing in the job hunting process is to know the direction and to specify your own expectations. It is not easy, especially when you are not self-confident enough. When working with Career Angels you are absolutely sure that every step is a step forward and you are closer to your goal. It is really amazing how you can do so much for yourself in such a short period of time. My Career Angel supported me in everything during the job hunting process. I found exactly what I wanted.