

## Preparing Your References

Does your resume say “References Available Upon Request”? Does that mean if someone asked you for them right now you could send an email with five professionals ready to attest to your prowess or would it mean out comes the excuses and frantically looking for contact information?

For most people it is the later but don’t let that be you! First, consider who should be in your references. Supervisors are important and your most recent supervisor is best. Subordinates can give a different perspective and are good choices as well. Co-workers are also viable options and vendors are great if the position you are looking for will also have vendor relations.

Once you have identified a pool of people, CONTACT THEM. Don’t assume they are ready and able to help. When you call them, be sure to discuss the following information:

- Appropriate contact information with both email and phone options. Include best time / day to reach them.
- Reaffirm when you worked together. Make sure you are on the same page.
- Discuss with the specific job you are hoping to get or the type of positions you would like and why you feel you are a good fit. They may even add to why this should be your next position!
- Be sure to discuss anything specific you would like the reference to bring up i.e. projects you worked on, goals you met, etc.

What if you have lost touch with some of those references? You can track people down through a variety of websites. The first site to check is [www.pipl.com](http://www.pipl.com). This site can find where a person is mentioned on the web and help you find both email addresses and phone numbers. Other sites include:

[www.zabasearch.com](http://www.zabasearch.com)

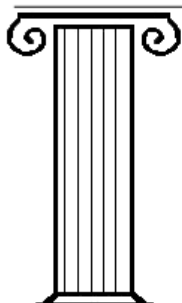
[www.411.com](http://www.411.com)

[www.zoominfo.com](http://www.zoominfo.com)

[www.wink.com](http://www.wink.com)

Another way you can reinforce your references is to ask people to post recommendations on LinkedIn. These recommendations can then be printed and sent along with a resume or checked by looking at your LinkedIn profile. Feel a little strange asking for recommendations? Write one for someone. When they receive it, LinkedIn automatically suggests they write one for you.

Once you’ve put in a little due diligence you will be able to confidently present your references to your next employer!



Kathy Breitenbucher  
The Pedestal Group  
[www.thepedestalgroup.com](http://www.thepedestalgroup.com)  
4809 Lexington Ridge Dr  
Medina OH 44256  
330.952.1121

