

Reference Critique Checklist

Preparation	<ul style="list-style-type: none"> <input type="checkbox"/> Utilize the same heading as is on your résumé. This will provide a clean, consistent look across your documents. <input type="checkbox"/> Omit the unnecessary phrase “references available upon request” on your résumé. <input type="checkbox"/> Your references should be listed on a separate document, not your résumé. <input type="checkbox"/> Supply your reference page to an employer only when you are asked to do so. Do not accompany your résumé with your reference page, but do come to an interview prepared with several copies.
Your References	<ul style="list-style-type: none"> <input type="checkbox"/> Select references who can attest to your work-related qualities. While people who only know you in a social setting (i.e. family, friends, etc.) may have pleasant things to say about you, employers don't place value on those kinds of recommendations. <input checked="" type="checkbox"/> Get permission from your references in advance, preferably 2-3 weeks prior to applying. Also, make sure you provide a copy of your résumé and the position you are applying for, to remind them of your experience and skills. <input type="checkbox"/> Have 3-5 individuals listed as references who have worked with you in a variety of capacities (ex. past employer, professor, internship site coordinator, club advisor, etc.). <input checked="" type="checkbox"/> Do your references know what to say on your behalf? Encourage them to mention (1) the capacity in which they know you, (2) the timeframe of the relationship and (3) the positive qualities you demonstrated.
Formatting	<ul style="list-style-type: none"> <input type="checkbox"/> Consistency of reference information. Each entry should have the same format and contain the same set of information: Your document is MISSING: <ul style="list-style-type: none"> <input type="checkbox"/> Full name (first and last) <input type="checkbox"/> Job Title <input type="checkbox"/> Organization with which the person is affiliated <input type="checkbox"/> Mailing address <input type="checkbox"/> City, State Zip Code <input type="checkbox"/> Phone Number(s) <input type="checkbox"/> Email Address <input type="checkbox"/> Reference page is NOT consistent with résumé and cover letter in the following ways: <ul style="list-style-type: none"> <input type="checkbox"/> Font size/style <input type="checkbox"/> Upper and lower case letters
Other	<ul style="list-style-type: none"> <input type="checkbox"/> Spelling and grammatical errors are present. Documents can be discarded for just one mistake, make yours error free! <input checked="" type="checkbox"/> Write your references a thank you note for recommending you for positions. In addition, consider/offer to keep them updated on the status of your job search outcomes.

See suggestions and refer to resources referenced in the comment provided below your document on Handshake.