

RECRUITMENT BEST PRACTICES

REFERENCE CHECK ETIQUETTE: 5 Tips from a Local Recruiter

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Reference checks are a common and critical part of the hiring process in the Westman area. Before handing over a list of names and phone numbers, here are 5 key tips on proper reference check etiquette to set yourself up for career success.

**TIP 01 Ask Before You List Someone**

Never list someone as a reference without asking them first. Even if a former supervisor agreed to be your reference in the past, always re-confirm before sharing their contact info.

TIP 02 Choose People That Have Worked with You Recently

Choose references who worked with you closely and can speak confidently to your performance, reliability, and work habits. Aim for people from the last 5 years.

Former supervisors and managers are your strongest options, but recent colleagues, clients, or instructors are also great.

TIP 03 Don't Put Your Current Job at Risk

If your current employer does not know you are job searching, do not feel obligated to provide them as a reference. Recruiters understand candidate discretion.

References from your previous two or three employers provide an accurate picture of your track record.

TIP 04 Make Sure Your Information Is Complete & Correct

Include their full name, job title, company, relationship, phone number, and email. Double-check accuracy and give your references a heads-up so they expect the outreach.

Tip: Provide personal contact info rather than work details to avoid vacation or out-of-office delays.

TIP 05 Keep Your References Separate from Your Resume

Unless specifically requested with your application, keep references off your resume to protect their personal privacy. Keep a separate, branded sheet ready to submit upon request.

 KEY TAKEAWAY & FINAL THOUGHTS

Treat your references as an indispensable part of your job search. Ask permission, give them a heads-up, choose people who have worked closely with you, and keep contact information current.

A reference check is often one of the decisive final conversations an employer has before extending an offer. Make sure your references are enthusiastic and prepared to champion your talents.