

## References Checklist

### ▶ **Before applying**

- ▶ Who could you use as a reference person? Is this person able to judge your capabilities? May this person know that you are searching for new employment?
- ▶ Inform the people in question. Do you have their consent?
- ▶ Make a list with 3 to 4 references: are the details correct and up to date?
  - Contact information: name, surname, address, telephone number, email address
  - Function and firm: In which way did you relate to this person (f.e. was she/he a former superior)?
- ▶ Note in your CV: „Reference available on request“

### ▶ **For the interview**

- ▶ Take the list of references along

### ▶ **If everything went well and you got the job**

- ▶ Remember that references are people who will accompany your career path. A short note of thanks stating your success will show them your gratitude for their help.