



better work, better life

Get the referee on your side

Having the right referees to support your application can be the key to a successful job search.

When sealing a deal for a job, a glowing reference from an appropriate referee will help to get you over the line.

Referees are individuals who are able to talk about your work ethic, work style, skills set and possibly, on-the-job performance. Ideally, it should be someone you have worked with for a substantial period of time and who would have no hesitation in employing you again.

Your referee should also be familiar with the job, role and position that you are applying for before you ask them to provide a reference.

As a general guide, someone unsuitable would be:

- Someone who has not worked in the industry or role that you are applying for
- Someone who is not able to verify your job skills or on-the-job performance
E.g. a personal friend or family member
- Someone whom you have not been in contact with recently and thus, may not be able to remember who you are

Here are some useful tips for choosing the best referee to support your next job application.

1. Appoint a work-related referee

Ideally, it should be a past boss or superior. You must be very confident that your chosen referee will present you in a positive light.

2. Make sure your referee is aware that you have appointed him/her as one

It is surprising how many times a referee has received a call without knowing they were being used as a referee. This will not reflect positively on you and makes it uncomfortable for both the recruiter and the referee.

3. Prep your referee

If you are confident that your referees will get a call about you, do provide them with as much information about the job and company as possible. This includes the title, role and job description. You should also refresh their memory with some examples of your skills and past achievements.

4. Profile your referee

When providing a name, also give a brief biodata of your referee to position them as an expert and professional in that role or field. You may wish to mention the number of years of experience, current and previous titles, and the high profile projects they have worked on, if possible.

Extracted from an article by Darren Da Costa of Adecco UK. This article was first published in the Daily Telegraph (UK).