

Reference Tracking Sheet

References are people who can confirm your qualifications for the job you are seeking. It's a good sign if an employer asks for your references—it means you are still in the running for the job. Your references should be able to confirm your skills and abilities, so it's important to select people who can provide the information the potential employer seeks.

If you do not have strong professional relationships with people, start developing them as soon as possible. Your reference list is valuable to the job search process. It has the capability of closing a deal for you so take time when considering references.

- Inform your references of your career plans and the types of positions for which you are applying.
- Provide your references a copy of your resume. It serves as a cheat sheet for them to study your skills, objectives and accomplishments. It also gives your reference talking points when speaking about you or writing a reference letter.
- Stay in touch with references. You may need to call on them again.

Don't mail your reference list along with your resume and cover letter unless specified. Rather, bring the reference list with you to the interview.

Make sure you ask *before* you give someone's name and contact information as a reference. A reference who can't say much of anything about you can hurt your chances just as much as one who would say negative things. Send your references a thank you note when you know they have given you a reference. Use the reference tracking sheet below to begin your list.

Name		Title	
Name		Title	
Phone		Email	
How long Known?		Type of reference (work, personal, academic)	
Best time to reach?		Is reference willing to write a recommendation letter?	
Name		Title	
Name		Title	
Phone		Email	
How long Known?		Type of reference (work, personal, academic)	
Best time to reach?		Is reference willing to write a recommendation letter?	
Name		Title	
Name		Title	
Phone		Email	
How long Known?		Type of reference (work, personal, academic)	
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