



Acquiring Employment References

What are Employment References?

Employment references are past supervisors, managers, coaches and coworkers who can share information with a potential employer about your experience. Employment references can answer questions regarding your skills, qualifications and work ethics as an employee, a volunteer or as a student.

Need references for a Job or Volunteer Position? Follow the Steps Below

1. Think of people you know on a professional level, such as supervisors, co-workers, mentors, teachers or coaches that can speak about your skills and why you would be a good candidate.
2. Ask them if they are willing to be your reference at the beginning of your job search.
3. If they agree to be a reference for you, provide them with information about the position you're applying for and an updated version of your resume.
4. Confirm with your references their position and title and ask how they prefer to be contacted (i.e., by phone or email).
5. Prepare your reference list using a simple document and for each reference include:
 - ☀ name, title, organization, phone number, email address
 - ☀ state their relationship to you, (i.e., manager, supervisor)
6. Inform your references immediately, each time you submit their names.
7. Thank your references and keep them updated on the status of your applications.

Additional tips

- ☀ Do not ask a family member, friend, doctor or therapist to be a reference.
- ☀ Stay in touch with previous supervisors and co-workers. This will make it easier to ask them to be a reference.

Looking for more support with employment related topics?
Go to the Kerry's Place Autism Services website for more information:
<https://www.kerrysplace.org/adults-and-employment-services/>