



Picking a Referee

All too often choosing a referee is done poorly. It is just a matter of asking your boss, a colleague or friend.

Careful consideration should be spent choosing a referee. It is best to prepare a list of options including:

- Immediate Manager
- Work colleague - peer, customer, or someone reporting to you.

These should be selected with care as too many times people provide referees that are inappropriate and can be the kiss of death.

Referees should be chosen that can comment upon your skills, experience and ability to meet deadlines and work in a team. You don't choose them because you are friends with the person.

Consider your last performance appraisal and the issues or comments raised.

Be honest with yourself!

Employers may well wish to target specific skills and competencies during the reference stage.

Always seek your referees' permission prior to being required. If at all possible ask them to write a written testimonial that you can include with your application.

Refer to other Blogs on:

CV

How to Identify the Right Job

How to Impress an Employer

Negotiating an Offer