

REFERENCES

EMPLOYERS MAY ASK FOR REFERENCES WHEN YOU ARE CALLED FOR AN INTERVIEW. BRING A DOCUMENT LISTING YOUR REFERENCES WITH YOU.

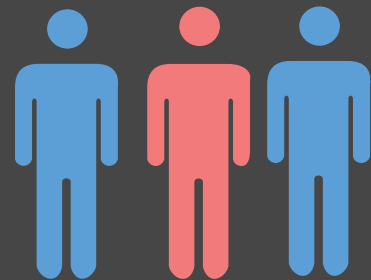
Ensure your references are comfortable and prepared to provide you a strong recommendation before submitting their information to a potential employer.



2-3 references; work related or academic

Choose someone who will provide you with a shining reference; a mediocre reference can cost you the job

Include: Name, Job Title, Company name and address, telephone number and email



QUESTIONS AN EMPLOYER MAY ASK YOUR REFERENCES:

- How do you know the candidate and how long have you known them?
- How do they take constructive criticism?
- Describe their strengths and weaknesses.
- Is the candidate a good match for the job?
- If you were in a position to hire the candidate again, would you?
- How do they work under pressure?
- Is there any additional information you would like to share?



Career Services
CARLETON UNIVERSITY

 @HIRECARLETON_U

 CARLETONUCAREER