



Reference Check Etiquette

- Call your reference contacts to let them know they will be approached by your prospective employer(s)
- Stay in touch with your reference contacts through the years. Even if they leave the company for which you were employed, keep current contact information on them
- Ask what they are going to say about you
- Inform and coach them about the job for which you have applied
- Make sure your references are work related. (people who can “vouch for” your level of responsibility and performance)
- Do not feel obligated to give your current employer as a reference unless you have already informed them about your search
- Keep reference information separate from resume
- Do not bring letters of recommendation
- If you know a former employer is going to have negative feedback about you, do address it “head on” and let the prospective employer know why this may be the case.
- Do not think you are a bad person or a bad applicant because you have been terminated, laid off, or if you left a company on bad terms. No one is perfect.
- There is always a way to present a situation that will allow the prospective employer to “see your side”
- Do ask for the help of your APS recruiter if you are struggling with valid reference contact information or reference checking in general. We can help you make this a positive part of your job search

Authored by Atlantic Personnel Recruiting Staff