

BASICS

According to Monster.co.uk 85% of employers will check at least one of your references when offering you a position. Additionally, please note that based on our experience, the vast majority of employers require an oral reference and definitely prefer that to a written one. It is crucial to quote the most appropriate person who can talk about the following:

WHAT INFORMATION CAN BE PROVIDED ABOUT YOU?

Your potential employer will most likely ask about:

- Length of employment & previous job title
- Details of responsibility / duties
- Major strengths & weaknesses
- Overall performance & quality of work incl major accomplishments
- Time-keeping and attendance
- Reason for leaving
- Interpersonal skills with co-workers and/or clients

Employers can also ask your previous company if they would re-hire you should you apply for a position there in the future.

PREPARING YOUR REFERENCE

- 1) Prior to quoting e.g. your former boss as a reference **ask whether you are allowed to do so**.
- 2) Upon approval **provide** the person with **an overview** of what kind of position(s) you have applied to and **who & from which company** will most probably call them

JUSTYNA

35 | MARKETING MANAGER | WARSAW

Although I've been in marketing for over 10 years now, I had forgotten that my CV was my marketing tool. I re-did my CV with the comments from the free intro-meeting, but decided anyway to have a Career Angel do their "CV-magic". Wow. I did not know my CV actually looked like that!

JEFFREY

37 | ENGINEER | WARSAW

Stuck between a hard language and diminishing local prospects, I decided to switch careers and take advantage of my native English and technical skills. Career Angels gave me creative perspective and an outrageous idea that perfectly targeted what MTV Networks Europe was looking for. I have now been in digital media for almost 4 years and manage a popular internet portal for one of the most recognizable brands in the world.

3) Share the following tips & info with them

- Hardly anyone remembers everything at all times – **provide your reference with a summary of the above mentioned 7 points**
- When you receive a “reference check call” that takes you by complete surprise, remember you can always re-schedule at a more convenient time
- Be natural & authentic
- List of typically asked questions: www.resumagic.com/r_ref_check1.html
- What if there is a question you do not feel comfortable answering? You can always say “I’m sorry, this is confidential.” or “I’m sorry. I cannot remember.”
- General rule: don’t be afraid of using superlatives. Depending on who calls you, this is how they might interpret your answer:
 - “He was a good employee” = “He was below-average”
 - “He was a good employee” = “He was an average employee”
 - “He was a good employee” = “He was a good employee”
 - “He was an exceptional employee” = “He was a good employee”
 - “He was an exceptional employee” = “He was a very good employee”
 - “He was an exceptional employee” = “He was an exceptional employee”
 - You get the point.

Note that if you're on friendly terms with your reference and feel comfortable doing so, you can ask them not to disclose certain information. For example, the question "What was her beginning and ending salary" is often asked. If you don't want that information disclosed, ask your reference to answer this question with, "I'm sorry, we don't disclose that information."

WANDA

58 | UNIT MANAGER | WARSAW

I was simply frightened with the idea of searching for a job. After so many years in one organization! I asked one of my friend for help and he recommended Career Angels to me. I met them, although I was skeptical at first. After 90 minutes I left the meeting convinced that I have enough of competences, knowledge and contacts to find a new job easily. I just started and believe me or not - the first offers came after one week!

PIOTR

37 | LEAN MANAGER | SIEDLCE

It's really a challenge to change a job in my profession, especially if one wants to get a higher position. Sending CVs is definitely not enough. Fortunately, I had my Career Angel with her innovative approach to the process. What worked in my case was direct contact with my Top 20. I received an invitation to an interview when I didn't expect it anymore!