

NEXT STEP : GETTING YOUR REFERENCES IN ORDER

In government the purpose of a reference check is to:

1. Verify the accuracy of the information provided by yourself
2. Assesses some of the qualifications from the SOMC
3. Uncovers desirable or counterproductive behaviours
4. Identify your developmental needs



Here are some essential steps in preparing your references:

1. One of your references should be your current or most recent supervisor
 - a. Choose someone who can attest to your qualification and/or
 - b. Choose someone who's worked with you in a similar context of job you are applying for and/or
 - c. Choose someone who's connected to the job you are applying for
 - d. A family member should never be your reference
2. Ask permission from each of your references
3. Give each reference a heads-up
4. Ensure that your references have agreed to provide reference information, are available during the hiring process, and are informed that they will be contacted. Provide them with a copy of your resume.

Remember to send them a thank you note/email from time to time

References List Example

Reference 1: Name, job title, department and contact information (Address, email, phone number). Duration. Language of preference. If not clear on your resume list your working relationship to them.

Reference 2: Name, job title, department and contact information (Address, email, phone number). Duration. Language of preference. If not clear on your resume list your working relationship to them.

Considerations when choosing strong references:

- they have observed you in job-relevant situations.
- they have direct knowledge of your work.
- they can answer specific questions about your achievements and strengths.
- they have worked with you for at least six months within the last three years.
- they will be open and candid in providing relevant information about your work performance

SOURCES:

[HTTPS://WWW.HALIFAX.CA/ABOUT-HALIFAX/EMPLOYMENT/WORK-HALIFAX-REGIONAL-MUNICIPALITY/PREPARING-YOUR-REFERENCES](https://www.halifax.ca/about-halifax/employment/work-halifax-regional-municipality/preparing-your-references)

HOW TO FORMAT A LIST OF PROFESSIONAL REFERENCES
(THEBALANCECAREERS.COM)