

Priming Referees

From personal experience of providing countless references for past direct reports as well as through my recruitment role having to call up referees, my big advice to all candidates is to ensure your referees know that you are job hunting, including:

- Call them up and advise you are job hunting and ask permission that it's ok for you to pass on their details
- Check current contact details are correct and if there is a preferred time for them to be called
- Let them know who will be contacting them
- Provide information to them on the job role
- Advise areas of competency that you would like them to highlight from your past experience

If you have a good relationship with the referee then dropping them an email is fine to outline all this but include an offer to follow up by phone to discuss anything the referee wants to know.