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Reference Tips

Never provide references on your resume. Provide a separate list as an addendum, if requested. On your resume state "Provided upon Request".

We conduct references prior to presenting candidates for opportunities. It is another tool to assist in showing that you are qualified for the position you are being presented for. We usually request a manager (preferably a recent one), a peer (who is technical), and a user (not necessarily technical). We ask that you contact your references and inform them they will be receiving a call from the Client Services Manager at Digerati Search to conduct a reference. We always provide the references' contact information to the client.

Keep in touch with your references. Make sure they still respect you and your work. If you are unsure what a reference will say, then call before you allow a potential employer to contact them. You do not want to "coach" a reference what to say, you just want your references to say good things about you and be consistent in what they say. Be very careful who you select as a reference. If possible, forewarn a reference that they may be getting a phone call from a potential employer. The best references are those that back up how you presented yourself to the potential employer during the interview. Your references should have a "common ground". They should confirm what the potential employer sees in you.

If your search is confidential, it may be difficult to get references from your current employer. Try to use a manager or co-worker that has left the company that you trust.

The format of your references to the potential employer should be:

| | |
|-------------------|--|
| Reference Name: | References' Title when working with you: |
| Current Company: | References' Company when working with you: |
| Current Position: | References' Relationship with you (peer, manager): |
| Phone Number: | |
| E-mail: | |