

JOB DUCK PRESENTS

GET EGG-CELLENT PROFESSIONAL REFERENCES

Did you know that more than half of recruiters change their minds about hiring a job candidate based on their professional references?

Sadly, most of the time, this is unfavorable. For this reason, choosing your references is not to be taken lightly. Nevertheless, keep calm and continue reading our tips for you to learn how to get helpful and valuable references.

EGG-SPLANATION

Professional references are customary when looking for a job. Generally, it means you are close to the end of the hiring process.

During this stage of the process, our recruiters will ask you for the **contact information of people who know you in a work environment.**

Subsequently, our recruiters will **contact them and ask them questions about your performance and character.**



LET'S QUACK

this case



For quacking **good professional references**, keep in mind the following:

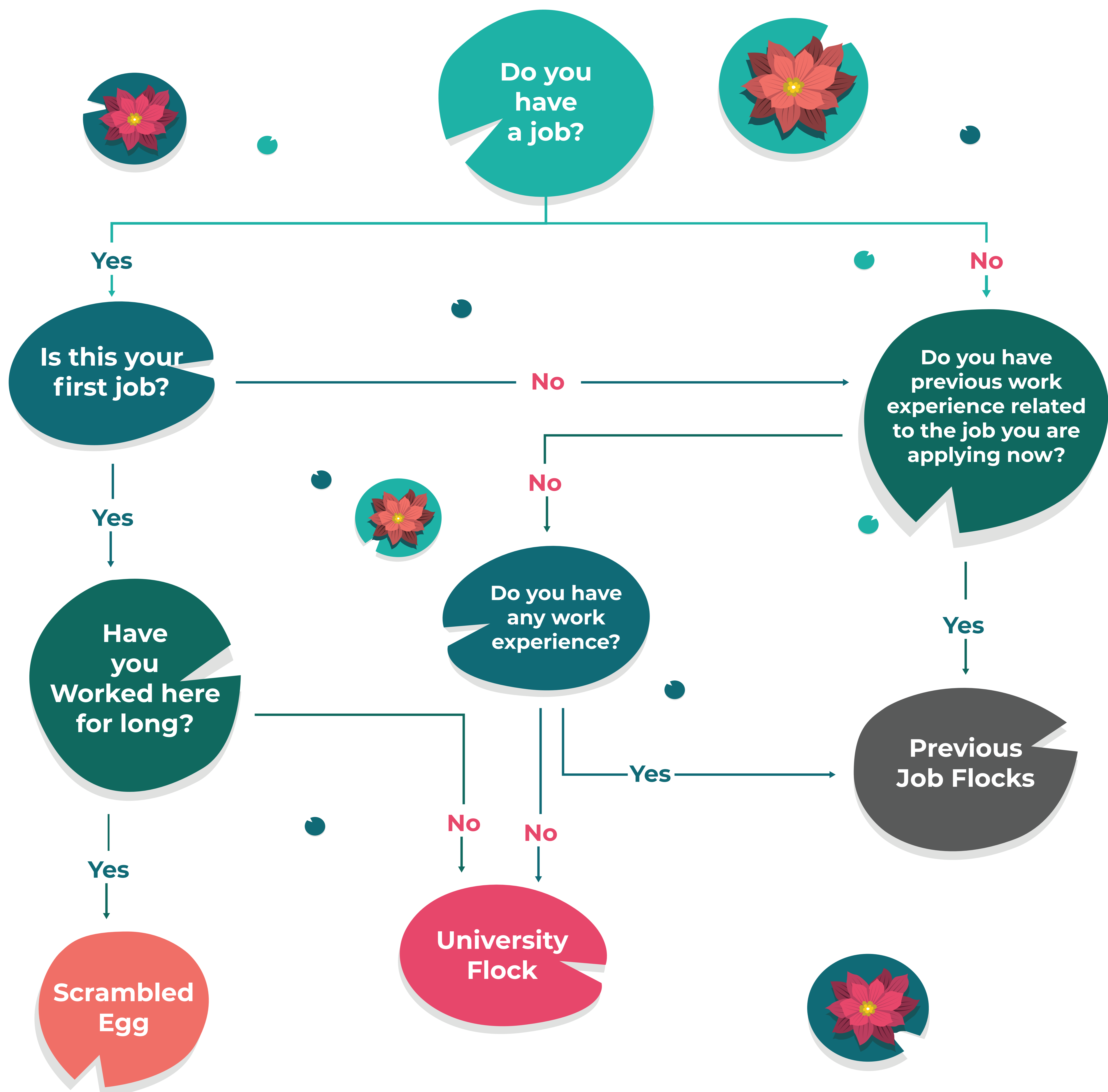


Prepare a pond of job references **ahead of time** (*Ask for permission and updated contact information*).



Be *honest* at all times.

QUACK TEST



Scrambled Egg

Well, this is one tough nut to quack. If you are currently working, it might NOT be the wisest thing to ask your boss or supervisor for a referral. Nevertheless, you can always **request a trustworthy coworker for a referral**. If you are unsure about this last suggestion or want to keep a low profile, we recommend you stick to your University flock.

University Flock

We advise you to get **references from teachers, lecturers, mentors, counsellors or advisors** with whom you worked on projects. Also, don't forget about the **supervisors from your social service or professional practices**.

Previous Job Flocks

Referrals from previous bosses, supervisors, clients or co-workers are always *proof of experience and technical knowledge*. You can always ask for *testimonials on your soft skills*. These could be related to problem-solving, communication, values, and ethics.

A WISE QUACKER WAY

to approach potential references

The best way to do this is by being **extremely specific and formal**. Do NOT send a text saying: *What's quack-a-lackin' wanna be my reference?*



Instead, use the **DUCK** method to make sure that the people you choose will speak highly of you:

D

DIALOGUE with the person over the phone or face to face.

U

UNFOLD the situation in detail.

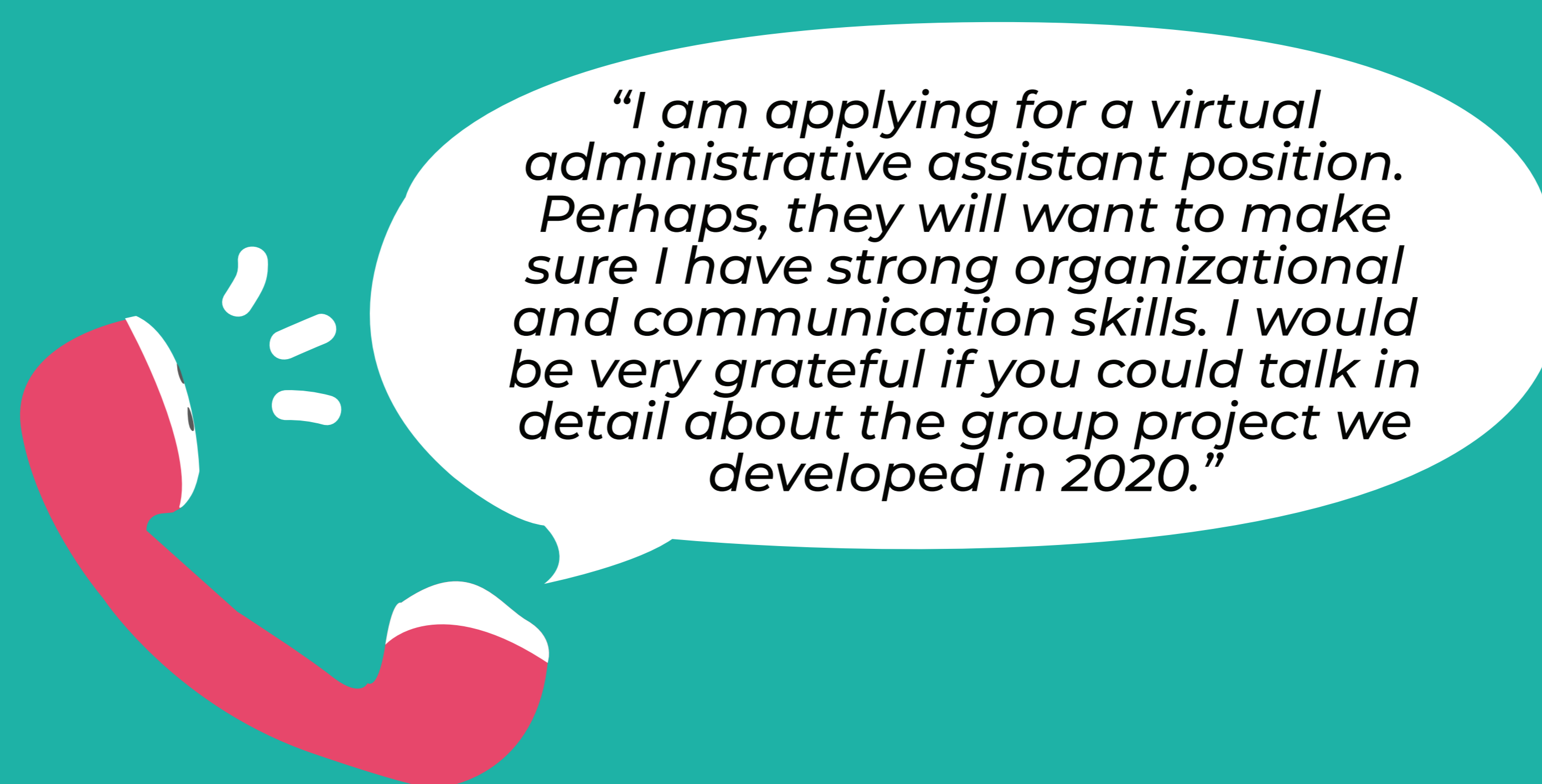
C

CALCULATE the response to the final question: *Can I count on you to give me a favorable reference?*

K

KEEP unbiased colleagues on your list so they can vouch for you.

When you *unfold the situation in detail*, talk about the role you are after, what the recruiter might want to know, and what you would find the most helpful. For example:

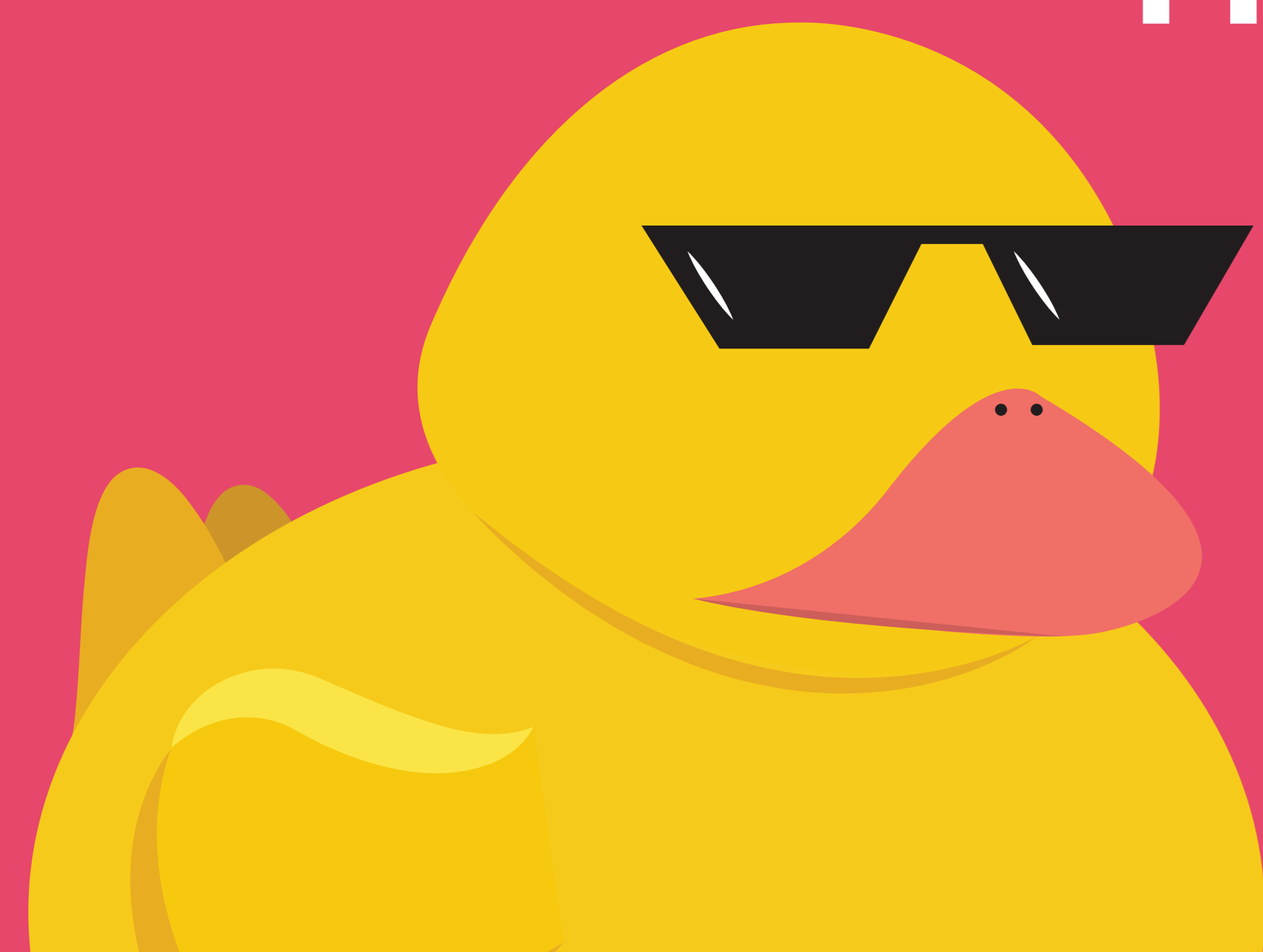


In other words, you are telling them what to say without demanding them to say that. Doing so shows your respect to them and in a way gives them a heads-up on why they will be contacted by the recruiter later on.



Finally, **show your gratitude**. Let your *references* know what happens with the application process, and offer to return the favor in the future. Also, consider giving a small gift or lunch outing.

**WE ARE LOOKING FORWARD
TO GETTING YOUR INCREDIBLE
PROFESSIONAL REFERENCES.**



BEST OF LUCK!

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