

## How to Provide References

- Contact past colleagues and supervisors to see if they'll be a reference for you
  - Get their permission to use them as a reference
  - Ask them what they'll say about you
- Provide three professional references to company
  - Including at least one past supervisor
- Provide reference information to hiring manager or HR in the following format:
  - Name
  - Current Title and Company
  - Phone
  - Email
  - Relationship – when did you work together and in what capacity?