

Appendix 3
Sample Instructions for Applicants on Selecting and Preparing Referees

Applicant Instructions for Structured Reference Checks

Selecting and Preparing Your Referees

We recommend that you take the following into consideration as you choose your referees.

Your referees should:

- ✓ Have had an adequate opportunity to observe you in job-relevant situations. Therefore, the referee should have an in-depth and direct knowledge of your work and be able to answer specific questions pertaining to your achievements and strengths.
- ✓ Have worked with you recently and generally for at least six months within the last five years. If you can't find referees that meet this requirement, please contact the HR advisor in charge of the appointment process to discuss alternatives.
- ✓ Be open and candid in communicating relevant information about your work performance.
- ✓ Be aware of the steps involved in the Structured Reference Check process. You may notify them that, to prepare, they will receive documents before the reference check interview.

Your contribution to the process:

- ✓ Ensure that the referees have agreed to provide reference information, that they are available during the assessment process and inform them of when the hiring organization plans to call.
- ✓ Consider providing your referees with a copy of your résumé, or sections of it that you feel are relevant.
- ✓ Ensure that accurate and current contact information is provided.
- ✓ Clearly indicate the preferred official language of each referee.
- ✓ Provide names of alternate referees on your referee list, if possible.

Name of referees	Organization and job title	Past working relationship (<i>supervisor, peer, subordinate, client</i>)	Phone # & E-mail	Preferred Official Language
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At your earliest convenience, please return your list of names to the HR advisor in charge of the appointment process.