

5.2 Objective - References

A professional reference is someone who can vouch for your qualifications for a job- typically a former employer, supervisor, colleague, teacher, or client. Now more than ever, employers are checking references to ensure they are making the most appropriate hire.

Your objective, should you choose to accept it, is to follow the step – by – step instructions listed below, and fill out any questions. Once you complete all five objectives of your mission, return this sheet, along with the other five objective sheets to careercenter@indianatech.edu. If you have any questions, you can contact HQ at CareerCenter@indianatech.edu or calling at 260-422-5561 ext. 2217. Deadline to complete your mission is January 25, 2021. God Speed!

- Go to careercenter.indianatech.edu
- On the left-hand menu, click on job search resources
- Scroll down to the networking heading and click on Developing Professional References
- Review the 3 resources- establishing references, how to ask for a reference, what to do about a bad reference

List your 3 references below.

Name:

Title:

Relationship:

Preferred means of contact?

Name:

Title:

Relationship:

Preferred means of contact?

Name:

Title:

Relationship:

Preferred means of contact?

