

Career Reference Checklist

- I know the purpose of this reference request and what is expected
- I have a list of 5-10 people in my network I feel confident about nominating to provide a reference
- I have checked in with them and have up-to-date contact information
- I have an easy way of saving and accessing the information I need
- I have a way of adding reminders and tracking changes
- I have written the message drafts I need (requests; follow-up; thank you notes, etc.)

This checklist was prepared by **Jennifer Bradley** to help professionals overcome career transition challenges.

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