



REYSUP ACADEMY

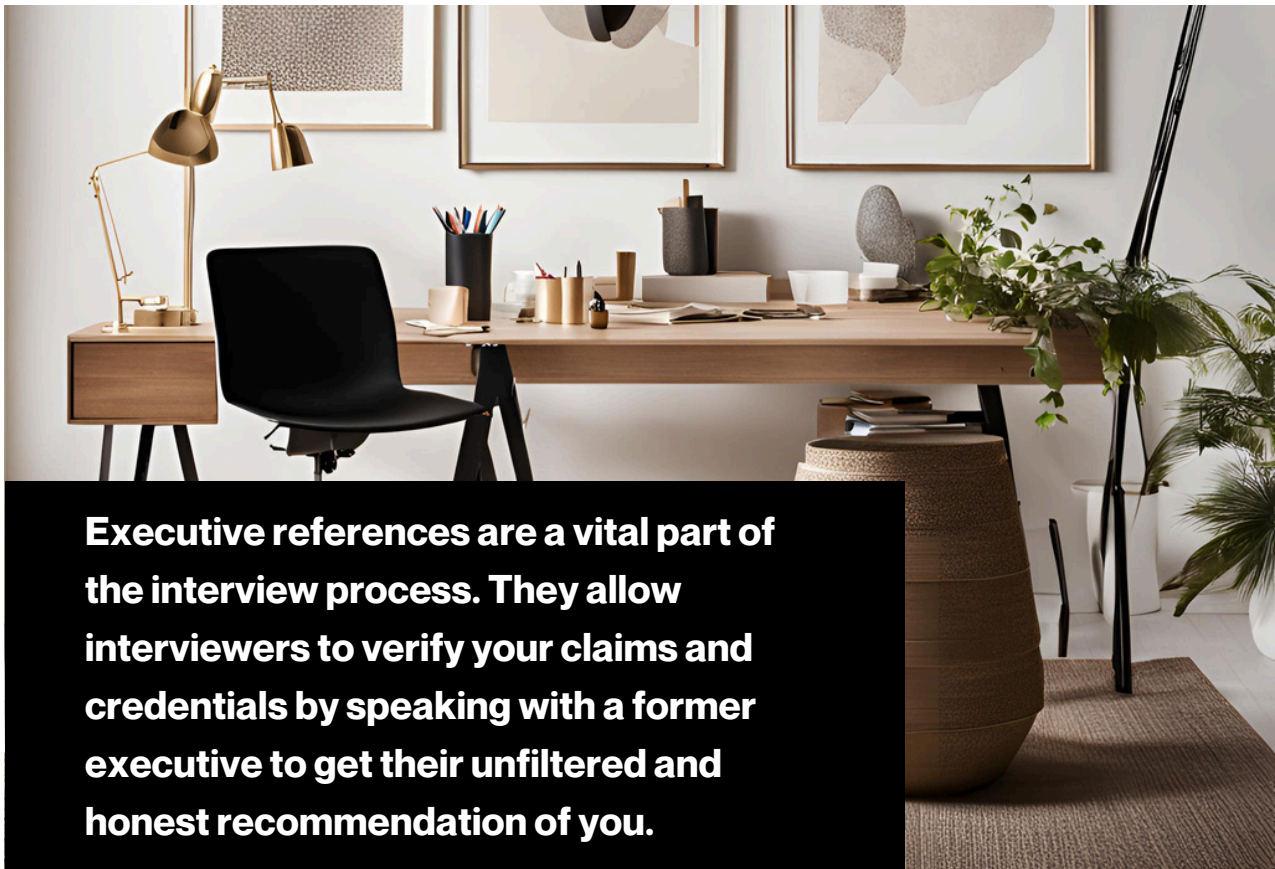
Free Executive Reference Workbook

A template to ensure your executive references are prepared to speak on your behalf and advocate for you!

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www.reysup.com

introduction



Executive references are a vital part of the interview process. They allow interviewers to verify your claims and credentials by speaking with a former executive to get their unfiltered and honest recommendation of you.

When it comes to the references portion of the interview process, it's essential to choose past executives who can validate that you have the right competencies and experiences for the job. This is why it's essential to prepare and align them *prior* to their conversation with your hiring manager. Without this preparation, there's a risk they might focus on the wrong details. This workbook will guide you in ensuring your references are ready to praise you the right way so you secure your dream role.

how to use this template

Step 1: Fill out this template with content

- You can either use a PDF editor to edit this document OR print it out, write on it, and scan back to your desktop to send out.
- Fill out the 'questions you may be asked' section to give you reference a heads up on the types of questions they could be asked and what they should say
- Fill out the the free-form questions in the 'background info that may be helpful" to provide other foundational knowledge your reference can use to further advocate for you

Step 2: Send this template to your reference

- Make sure to send this template to your reference at least 1 week prior to the reference call
- When you send the template, also include the reason why you are sending them this guide - to make this whole process easier for them!
- Make sure to let your reference know that they don't need to send it back to you. They may feel uncomfortable filling out sensitive information on you and then sending it back to you. Remember, this is ultimately a guide for them (not you) to leverage during their conversation with your hiring manager.



Executive Reference Guide

Cheat sheet for: _____

on behalf of: _____

My cell phone: _____

My email: _____

cheat sheet

Thank you for agreeing to be a professional reference for me! In an effort to reduce the burden on you and provide you with helpful guidance, I have pulled together this cheat sheet that you can leverage in preparation for and during the conversation with the hiring manager. Thank you again for all of your help.

questions you may be ask

along with guidance from me

In what capacity did you work with the candidate and for how long?

my guidance

Your notes

questions you may be ask

along with guidance from me

How did the candidate and their team contribute to the mission of your organization at large?

my guidance

Your notes

What was the candidate's role on the team and understanding you weren't their direct manager, how did they do in this role?

my guidance

Your notes

questions you may be ask

along with guidance from me

Reflecting on conversations you may have had with the candidate's lead, were there any developmental areas you know they were focusing on?

my guidance

Your notes

Do you believe that the candidate has a strong growth mindset?

my guidance

Your notes

background information that may be helpful

What does the company I am applying to do?

my guidance

What role am I applying for and what are the core responsibilities?

my guidance

Why do I believe I am qualified for this role?

my guidance

background information that may be helpful

What are my biggest strengths that I want to highlight?

my guidance

What are my biggest development areas and what work have I done to improve in these areas?

my guidance

What are 1-2 of my proudest accomplishments with impact data?

my guidance

background information that may be helpful

What is one thing I am proud of that is not reflected on my resume?

my guidance

Any other comments or callouts I think may be helpful

my guidance

Honest.

Relevant.

Unfiltered.