

24-Manage Career References

The RecordCall system is useful for helping you gather references, opinions and suggestions from the important people that know you, on both the Student, and Employment Environment. It is important that you take the right steps, both as a student, and as an employee. Very simply, you can request, references, opinions and suggestions, from those people by doing the following.

- 1. Ask them to simply leave a voice message...*
- 2. Tell them that all they have to do, is to call on any phone RecordCall (732 673-2255)*
- 3. Then, they will hear a prompt. The prompt will ask them to enter your 10 digit phone number. You give them a written card with instructions, Including your phone Number.*
- 4. After they enter the 10 digit phone number, they hit the # key.*
- 5. Now they talk, and hang up when they are done.*

As you probably realize, it is not that easy for an employer to give references to employees. First, they have to create the reference, then they have to type the reference, and then they may receive calls from other employers regarding the reference. During your education years, and into the early working years, you should get some references on an annual basis. You should always try to get references, when you get a promotion, and when you leave a company. The references could become part of your current resume, as needed