

References FAQs

Q: I am not yet ready to tell my current supervisor I am applying for a new position. How should I complete the references section?

A: A minimum of three reference surveys from your most recent supervisors is required for an offer of employment to be extended. A reference from a current supervisor is not needed unless a contingent offer is pending. If you have specific questions about your situation, please contact the Department of Human Resources and/or address with the HR staff member who contacts you about the contingent offer.

Q: Many of my previous supervisors are retired, and I don't know how to contact them. What should I put as contact information?

A: If you do not have contact information for your supervisors, you can list the Human Resources Office contact information for your previous employer.

Q: My references told me they received more than one email. Must they respond to both?

A: If you apply for positions in different job categories, your references will receive more than one survey. Though the initial emails they receive will be similar, it is important to open and follow the directions in both. The survey content is different depending on the nature of the position(s) to which you applied.

Q: May I list more than three references?

A: Yes, you may have more than the three required references. Look for the "Add New Reference" button at the bottom of the Professional References application page to add to your reference list.

Q: Can I delete the name of a reference I no longer need?

A: Yes, simply remove the reference information from the application page if you would like to identify more current or relevant references. Note that if a reference survey was sent to a reference you have since deleted, he or she can still fill out the survey.

Q: Can telephone references be provided?

A: No. All applicants must provide an electronic reference. Electronic reference surveys must be received/returned to proceed with the hiring process. All applicants can view the status of the references by logging into their application and going to the Professional Reference page. References marked "Pending" have not been returned.

Q: If I have no recent work experience, how will I get a reference?

A: If you have not worked, CCPS will consider references from a supervisor of volunteer experience or a recent teacher or other mentor. CCPS cannot accept references from family, friends, coworkers, or other personal references.

Q: My references haven't received the reference surveys. Is there another way to send them?

A: Please check the application first to ensure that you entered each email address correctly. Encourage your references to check their junk mail to see if the survey has been routed there. You can also resend the reference survey using the hyperlink provided in the references section of your application.