

## REFERENCE FILE INSTRUCTIONS

<p><b>FILE CONTENTS</b></p>	<ul style="list-style-type: none"> <li>• The reference file contains employment and/or graduate school letters of reference. A minimum of three references is required in order for the file to be complete.</li> <li>• The file does not contain a copy of your resume.</li> <li>• Files are limited to ten items in total.</li> <li>• Other documents (e.g. evaluations, exam test scores, transcripts) can be included at your discretion, but these will be marked as unofficial copies because they are being provided to employers or graduate schools by the Center for Career Services and not by the issuing agency.</li> </ul> <p>If there is no file activity for one year, your file will be considered inactive. FILES THAT REMAIN INACTIVE FOR A CONTINUOUS THREE YEAR PERIOD WILL BE DESTROYED. However, a reasonable attempt will be made to contact the registrant before a file is destroyed. At that time the registrant will have the option to preserve the file.</p>
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<p><b>HOW TO SET UP THE REFERENCE FILE</b></p>	<ul style="list-style-type: none"> <li>• Decide if your file is for employment, graduate school, or both. Collect at least three references that are specific to either job hunting or graduate school admission. If you can, collect both employment and graduate references so that either type will be available if you need them in the future.</li> <li>• Fill out, sign, and return the <a href="http://www.marist.edu/careerservices/application.pdf">APPLICATION FORM</a> &lt;<a href="http://www.marist.edu/careerservices/application.pdf">http://www.marist.edu/careerservices/application.pdf</a>&gt; provided by Career Services.</li> <li>• Decide from whom you wish to request a reference. YOU MUST DECIDE WHETHER YOU WISH THIS REFERENCE TO BE CONFIDENTIAL OR NON-CONFIDENTIAL PRIOR TO REQUESTING A REFERENCE. Refer to <a href="http://www.marist.edu/careerservices/waiving.pdf">WAIVING YOUR RIGHT TO REVIEW REFERENCES</a> &lt;<a href="http://www.marist.edu/careerservices/waiving.pdf">http://www.marist.edu/careerservices/waiving.pdf</a>&gt; for clarification. After you have made this decision, fill out the top section of the <a href="http://www.marist.edu/careerservices/ref1.pdf">REFERENCE FORM</a> &lt;<a href="http://www.marist.edu/careerservices/ref1.pdf">http://www.marist.edu/careerservices/ref1.pdf</a>&gt; BEFORE giving it to the reference writer. Teaching candidates may prefer to use the <a href="http://www.marist.edu/careerservices/reference.html">REFERENCE FORM/TEACHER CANDIDATE CHECKLIST</a> &lt;<a href="http://www.marist.edu/careerservices/reference.html">http://www.marist.edu/careerservices/reference.html</a>&gt;. Print as many copies of these forms as you need—one per reference writer.</li> <li>• When choosing a reference writer, speak to a professor, employment supervisor or other professional who knows you well. Discuss candidly beforehand their ability to evaluate you and their willingness to do so. Once this is done, give or send them a reference form with the waiver section already filled out plus the <a href="http://www.marist.edu/careerservices/inforefwrit.pdf">INFORMATION FOR REFERENCE WRITERS</a> &lt;<a href="http://www.marist.edu/careerservices/inforefwrit.pdf">http://www.marist.edu/careerservices/inforefwrit.pdf</a>&gt; sheet. Have the reference writers send the completed form back to the Center for Career Services.</li> <li>• Any references arriving at CCS which are not on this reference form or are hand carried by the registrant will be considered non-confidential and marked as such.</li> <li>• Only original letters of reference will be accepted.</li> </ul>
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- Submit other documents you wish to have in your file. These items may be added at any point.
- Check to make sure your file is complete. THIS IS YOUR RESPONSIBILITY. Incomplete files will not be sent out.

Once your file is established, it becomes an official Marist College student record.

## HOW TO USE YOUR REFERENCE FILE

- Once a prospective employer or graduate school asks for references, fill out the [REQUEST FOR RELEASE OF REFERENCE FILE](http://www.marist.edu/careerservices/reqrelref.pdf) <<http://www.marist.edu/careerservices/reqrelref.pdf>>, and send or fax (845-575-3548) it to the Center for Career Services.
- Written requests from employers or graduate schools will be honored ONLY IF YOU HAVE AUTHORIZED the Center for Career Services to do so or your signature to do so appears on or along with the employer's or graduate school's request.
- Telephone requests for files will not be accepted from students or alumni. Telephone requests will be accepted from employers only under extenuating circumstances and only if you have authorized us to do so. These rules are enforced in order to protect the integrity of your file. If a job offer hangs in the balance, you may discuss an urgent need for a telephone release of your file with the Director of the Center for Career Services.
- Files are sent directly to employers or graduate schools within 2 working days after a request is received. If you wish to hand carry a copy of your file, ONLY YOU may do so and you may only carry a copy of those items in your file that are non-confidential.
- Please notify us if you have accepted employment or admission to graduate school.

If you have any questions, please contact The Center for Career Services at (845) 575-3547.