

# Financial Institution Specialist (FIS)

## Reference Check Tips



### FIS REFERENCE CHECK PROCESS

- ✓ The FIS reference check process is designed to gather information about your experience applying job-related competencies/skills in school, work, community, or volunteer environments.
- ✓ The FDIC requests contact information for individuals who can serve as references **in your application**.
- ✓ Reference checks are **only conducted for top candidates** who have accepted an interview invitation.
- ✓ **References are contacted shortly after candidates accept an interview invitation.**

### IDENTIFYING REFERENCES

- 1. Review the job announcement.** The competencies/skills listed in the job announcement indicate potential areas of focus for the reference check. The individuals you provide as references should be able to evaluate your ability to apply these job-related competencies/skills (e.g., analytical skills, interpersonal skills, computer skills).
- 2. Identify individuals who have supervised, coordinated, or evaluated your work.** Think of a few activities, courses, jobs, or projects where you applied the competencies/skills listed in the announcement. Who led, taught, or coordinated your work and can complete a reference check evaluating your efforts? These individuals are potential references. Supervisors, professors/teachers, club sponsors, activity leaders, and volunteer coordinators are preferred. These types of individuals are often best prepared to provide relevant information.
- 3. Contact potential references you have identified.** Reach out to potential references to explain that you are applying for an entry-level position at the FDIC. Take the time to tell them that ***references are required***. Ask if they can complete a reference check to provide information about your ability to apply the job-related competencies/skills listed in the announcement. References must be able to provide information about your role and performance. ***Information beyond the dates and your role/title is needed***. Finally, the FDIC conducts reference checks through email/text – advise your references to look for an email/text message from the FDIC.
- 4. Request the best contact information from each reference.** If an individual agrees to serve as a reference, request their best email address and phone number (phone numbers should be able to receive text messages). Advise your references that you will provide this information to the FDIC. References will be contacted through email/text message, so advance notice will help to ensure that they respond.
- 5. Provide timelines and updates to your references.** It is recommended that you follow up to thank your references using the email/phone number they have provided. Reference checks are completed ***prior to interviews***. If you receive and accept an interview invitation, it is a good idea to let your references know so they are ready to complete your reference check.

Good luck in the selection process! To learn more about FDIC careers, visit <https://www.fdic.gov/about/careers/>.