

## Job reference

A **reference** is a letter that the employer gives to the employee when they leave the company. The reference describes what the employee has done and how good their work was.

### What types of references are there?

#### 1. simple reference:

A simple reference is issued when the employment relationship ends. It states what the employee did in the company and how long they worked there. There is no evaluation.

#### 2. qualified reference:

In addition to the work activities, a qualified reference also contains an assessment of the employee's performance and behaviour. Employees can request this reference. It is not always given automatically.

#### 3rd interim reference:

An interim reference can be requested at any time during employment if the employee has a good reason for doing so, for example if there are changes in the company or the employee moves to another department. In this way, the performance evaluation remains documented.

#### 4th Training certificate:

A training certificate is issued when training or retraining ends. It shows what the trainee has learnt and how well they have completed their training.

### Important to know

- An employer's reference must be true and formulated in a friendly manner. The employer must not penalise the employee.
- If a reference is incorrect or unfair, the employee can request an amendment.