



## A Guide for Education Agents

# HOW TO SELECT REFEREES FOR YOUR AGENCY

When applying to be an Education Agent for a New Zealand school, having strong references can significantly enhance your Agency Application. In order of priority, the types of people you might ask to be your referees include;

### 01 INSTITUTIONAL REFEREES - SCHOOLS OR UNIVERSITIES

People from schools or universities you have worked with. They can explain how you work with their educational institutions.

### 02 CLIENT REFEREES - STUDENTS OR FAMILIES

If applicable, former clients who have benefitted from your services as an education agent. They can share their experiences and outcomes resulting from your guidance and support.

### 03 ACADEMIC REFEREES

Professors, lecturers, or academic advisors who know your education backgrounds and achievements.

### 04 PROFESSIONAL REFEREES

Supervisors, colleagues, or colleagues from previous employment, especially in roles related to education, student services or consulting. They can talk about your work skills and experience.

### 05 CHARACTER REFEREES

People who know you personally, such as mentors, community leaders, or family friends. They can describe your personality and how you interact with others.

**DONT FORGET**



*Once you have chosen your referees, please inform them that they will be contacted to fill out a reference form about you and your agency.*

