

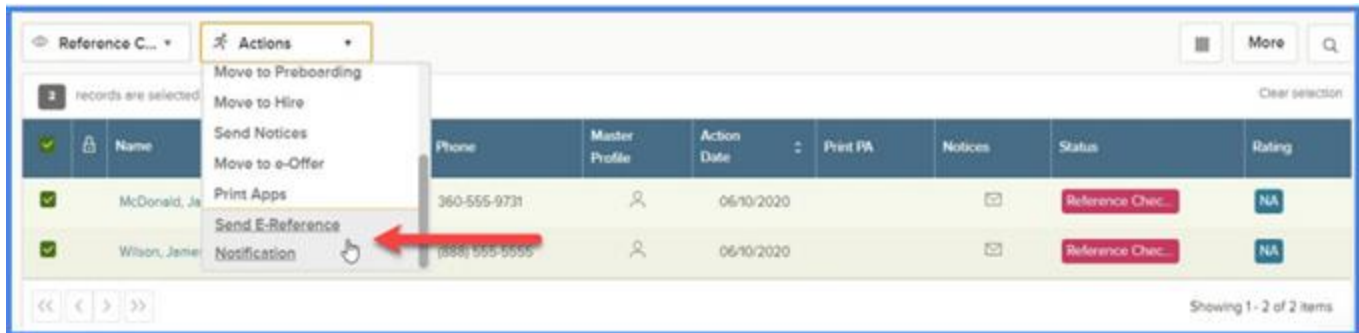
E-REFERENCE GUIDE FOR HIRING MANAGERS

This guide provides a structured process for conducting candidate reference checks to support informed hiring decisions.

E-REFERENCES FOR CANDIDATES

Sending E-References

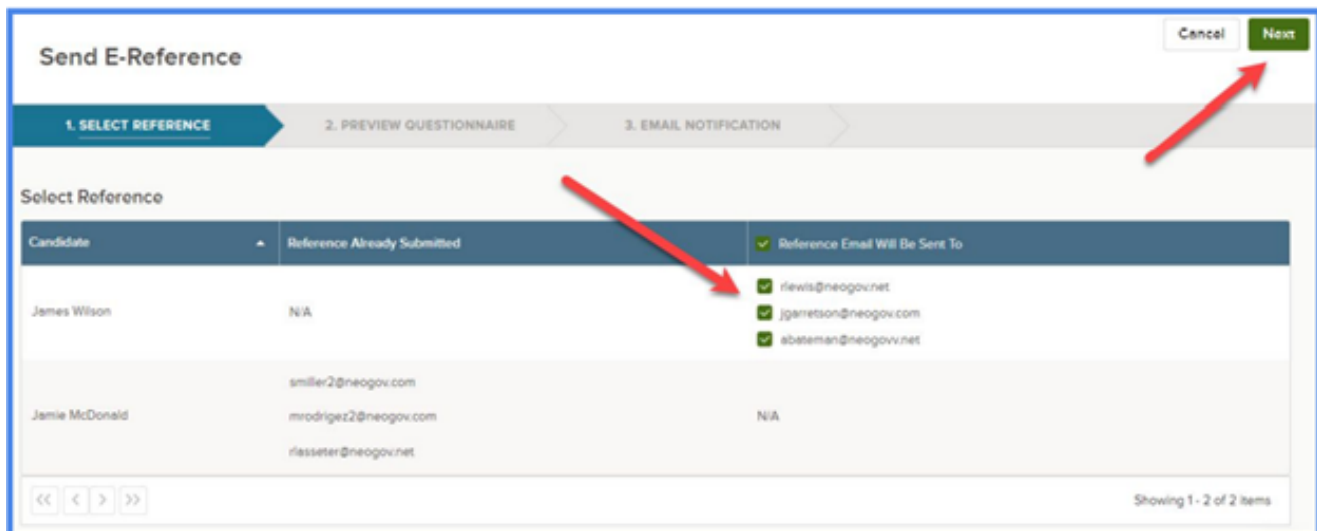
From your Dashboard, review and select your candidate(s) whose references you want to contact, and then select 'Send E-Reference Notification' from the Actions drop-down. This action can also be performed from the application details page. ***Note:** all candidates are required to submit a minimum of three (3) references with email addresses.



Navigation: Dashboard > Recruiting > My Candidates > Actions

You will be presented with a three-step process where you will first determine which references you want to contact. By default, all references are selected, but you are able to unselect any references that you do not want to contact. When satisfied, select **Next**.

STEP 1



Navigation: Dashboard > Recruiting > My Candidates > Actions > Send E-Reference Notification

In the second step you will preview the E-Reference Questionnaire associated with the job posting the selected candidate(s) were referred from.

STEP 2

Send E-Reference

Cancel < Previous **Next**

1. SELECT REFERENCE ✓ 2. PREVIEW QUESTIONNAIRE 3. EMAIL NOTIFICATION

Basic Reference Questionnaire (Higher Education) Candidates James Wilson, + 1 more Preview Only

REFERENCE QUESTIONNAIRE

Basic Reference Questionnaire (Higher Education)

Please attach a letter of reference for candidate this candidate in the field below or copy/paste it into the Reference Letter field. The candidate rating is optional. Thank you for your time!

* Fields are required

1. Reference Letter *

Enter text

In the third step, you will be able to preview, edit, and then send the E-Reference email notice to the candidate's references that includes the URL to complete the questionnaire. There isn't an E-Reference reminder notification function, so if you want to send a reminder notice to a candidate's references who haven't completed the questionnaire, just repeat these steps.

STEP 3

Send E-Reference

Cancel < Previous **Send E-Reference**

1. SELECT REFERENCE ✓ 2. PREVIEW QUESTIONNAIRE ✓ 3. EMAIL NOTIFICATION

Email Notification Preview

Template Sample Reference Override

Dear <EReference_FName> <EReference_LName>:

Your contact information has been provided to us as an employment reference for <Applicant_FirstName> <Applicant_LastName> who has applied for the position of <Position_Title> at <Agency_Name>.

We would greatly appreciate your feedback on this candidate within the next 7 days.

Please click on the following link to access the online e-Reference form: <EReference_URL>

Thank you very much for your assistance.

Sincerely,

<User_FirstName> <User_LastName>
<Agency_Name>
<User_Phone>

Reviewing E-References

To review an E-Reference, you will click on the E-Reference sent for the candidate. You will be able to see how many have responded to the reference survey.

☐		Name	Action Date	Notices	Master Profile	E-References
☐		Gerety, Matthew Steven	03/01/2021	--		N/A
☐		Grigsby, Anna F	03/01/2021	--		N/A
☐		Grunsky, Tracey Michele	03/01/2021	--		N/A
☐		Hardyway, Stephanie A	03/02/2021			8 of 3
☐		HARTLINE, MICHAELA	03/04/2021	--		
☐		Hawkins, Ondrell L	03/04/2021	--		N/A
☐		Huckabay, Austyn Leigh	03/04/2021	--		N/A
☐		Johnson, Nieshia D	03/01/2021			0 of 3

Click to open E-References for Hardyway, Stephanie A

Once you click on the references to open, you will be able to view the responses from each reference.

April Loggin-Campbell

Details Notices

Reference Type
Professional

✓ Submitted 03/04/2021
✓ Active Reference

REFERENCE QUESTIONNAIRE

1. Demonstrates dependability (e.g. reports to work on time and for meetings)?



2. Shows an attention to detail, resulting in few if any errors in their work?



3. Uses basic technology as a tool for communication (e.g. email, scheduling appointments)?



4. Displays proficiency with relevant computer applications (e.g. spreadsheets, word processing)?



5. Builds strong, positive working relationships with manager and coworkers, and maintains them over time?



6. Cooperates with others in the department and organization to achieve common goals?



7. Listens carefully to others, taking time to understand and ask appropriate questions?



8. Independently manages own time and shows good judgment in prioritizing work to meet deadlines?

