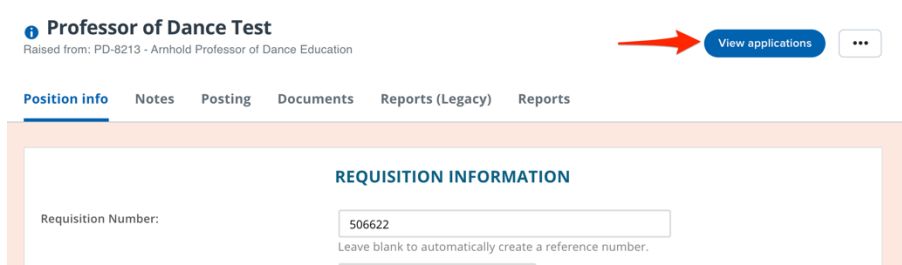
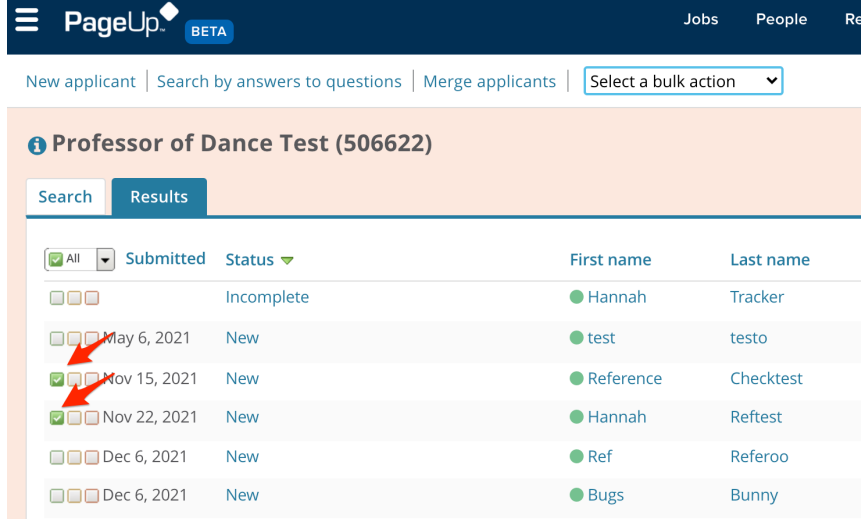
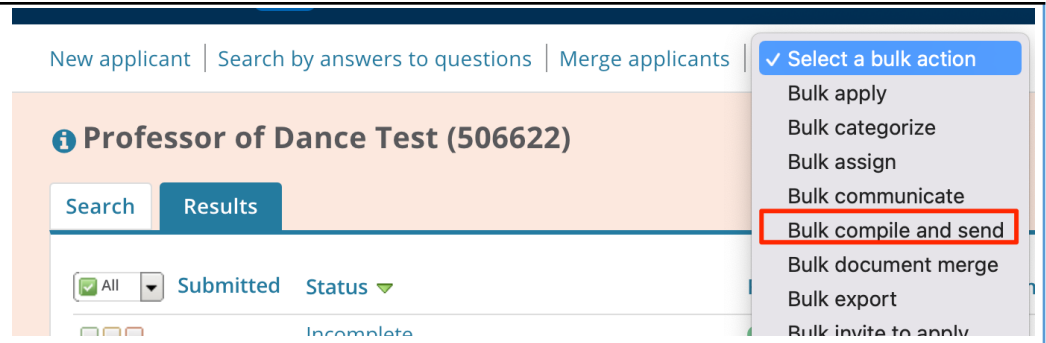


Reviewing Reference Check Responses

What you need to do	What you will see																												
<p>STEP 1: Go to applicable requisition and click View applications.</p> <p>You are able to view reference check responses in two ways:</p> <ul style="list-style-type: none"> ❖ Using bulk compile and send (Step 2) ❖ Per individual applicant and referee (Step 3) 																													
<p>STEP 2: Viewing references for multiple applicants.</p> <p>Select the checkbox for the applicants you wish to see the reference check answers for.</p>	 <table border="1"> <thead> <tr> <th>Submitted</th> <th>Status</th> <th>First name</th> <th>Last name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Incomplete</td> <td>Hannah</td> <td>Tracker</td> </tr> <tr> <td><input type="checkbox"/></td> <td>New</td> <td>test</td> <td>testo</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>New</td> <td>Reference</td> <td>Checktest</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>New</td> <td>Hannah</td> <td>Reftest</td> </tr> <tr> <td><input type="checkbox"/></td> <td>New</td> <td>Ref</td> <td>Referoo</td> </tr> <tr> <td><input type="checkbox"/></td> <td>New</td> <td>Bugs</td> <td>Bunny</td> </tr> </tbody> </table>	Submitted	Status	First name	Last name	<input type="checkbox"/>	Incomplete	Hannah	Tracker	<input type="checkbox"/>	New	test	testo	<input checked="" type="checkbox"/>	New	Reference	Checktest	<input checked="" type="checkbox"/>	New	Hannah	Reftest	<input type="checkbox"/>	New	Ref	Referoo	<input type="checkbox"/>	New	Bugs	Bunny
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STEP 2.1:

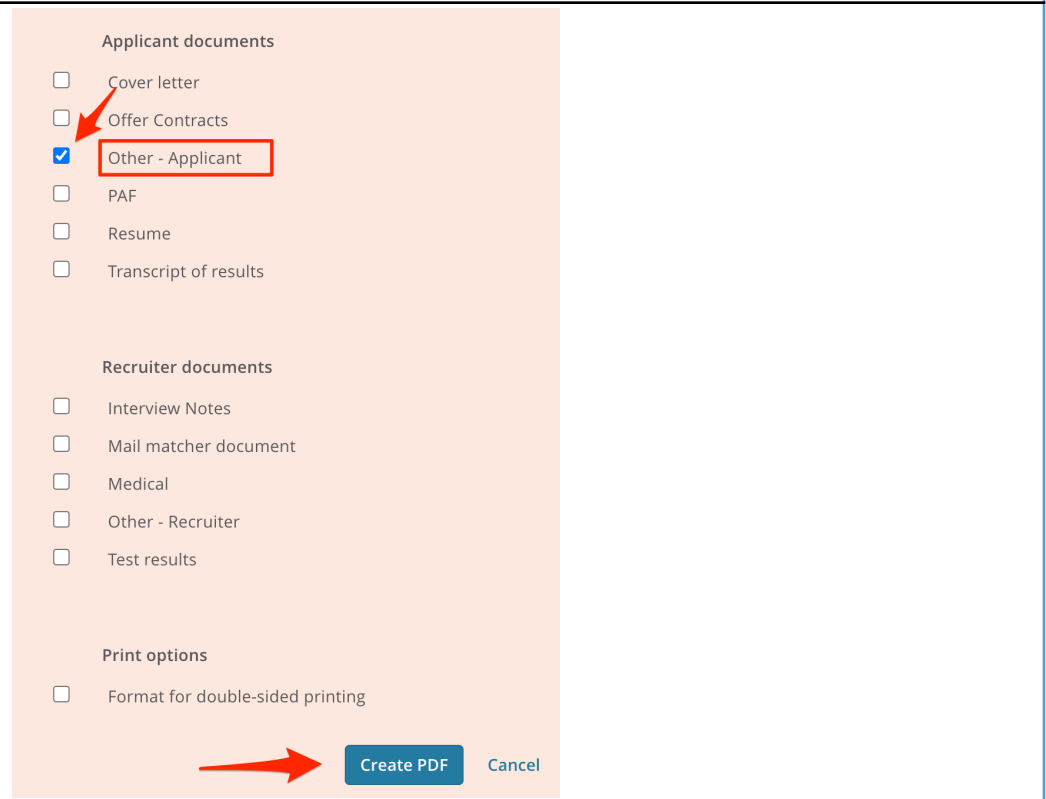
From the Select a bulk action drop down menu, select **Bulk compile and send**.



STEP 2.2:

You will be taken to a bulk compile page.

From the listing select **Other - Applicant** (this is what the letters of recommendation are labelled as in the system). Click **Create PDF**.



STEP 2.3:

Once the PDF is created, it will take you to a new screen. To review the compiled document with all the letters, you can

- a. Download the document directly-** Click download document. The document will be saved to the location on your computer where downloads are saved.
- b. Email the document to inputted users -** Input a user's email. Select Okay. Document will be emailed to them.

Download or send document

Bulk action status: ✔ 2 Applicants Complete

i To download the document, right click on the link below and select 'Save Target As'.
Note: To send the document it is not necessary to download the document below.
The document will be sent as an attachment with the communication below.

a. → Your document is ready to download:
Download document (54.9 kb)

b. Send document: Yes No

User: 🔍 ✎
No user selected.

Other e-mail:

From:*

Subject:*

Body:*

+ Show merge field information **i**

B I U S ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ Formats **A** **A** 🔗 📄 ⌨ **I_x** **<>** ?

The following applicants are awaiting your attention:

STEP 3: Viewing references per individual applicant

From the manage applicants page, click the name of the applicant you are reviewing the references for.

i Professor of Dance Test (506622)

Search Results

<input checked="" type="checkbox"/> All	Submitted	Status ▾	First name	Last name
<input type="checkbox"/>		Incomplete	● Hannah	Tracker
<input type="checkbox"/>	May 6, 2021	New	● test	testo
<input checked="" type="checkbox"/>	Nov 15, 2021	New	● Reference	Checktest
<input type="checkbox"/>	Nov 22, 2021	New	● Hannah	Reftest

STEP 3.1:

The applicant card will appear. Go to your requisition. (If the applicant has applied to multiple jobs, all of them will be displayed here.)

From your requisition, click the “...” on the right side.

Ref Referoo View profile Add flags Actions

Address: New Jersey, United States | Phone: -

E-mail: reference@test.com | Number: 43231

Original source: Applicant applied via Email | Linked Employee: Modify

e-Zines comms hold: Yes

Applications | History | Scheduled emails | CRM | Resume

506622 - Professor of Dance Test			
Date submitted	Applied via	Status changed Dec 6, 2021	Offer
Dec 6, 2021	Applicant applied via Email	New	No offer
Resume	Form	Add flags	
View	View		

STEP 3.2:

You will see a list of action items. Scroll to **View references** and click on it.

- Communicate
- Compile and send
- New booking to an existing event
- New booking to a new event
- New task/reminder
- New form
- Send application
- Send application and change status
- [View references](#)

STEP 3.3:

You will be taken to the Manage references page.




All references will be listed. For all references where the status is **Complete**, click **View answers**.

Manage references | New | Send invitations

Job: Professor of Dance Test (506622)

Status: Clear Search

First name	Last name	Type of reference	Status	Expiry	Score	Organization	Reference position	Phone	E-mail	Length of Tenure	
Hannah	Masbad	Professional	Completed	Nov 20, 2021	TC						View answers Edit Control Re-open Archive
Barack	Obama	Professional	Invitation Expired	Nov 20, 2021	US Govt						View answers Edit Control Resend Archive

<p>STEP 3.4: You will be taken to that individual referee's answer form.</p> <p>Scroll to the bottom and click the link to download the document.</p> <p>**Note= The referees are only required to upload a letter of recommendation for the applicant.</p>	<p>Reference check details - Reference Checktest</p> <p>Status: Check completed</p> <p>Reference name: Hannah Masbad</p> <p>Relationship: Professional</p> <p>Reference position:</p> <p>Organization: TC</p> <p>Candidate Position:</p> <p>Length of Tenure:</p> <p>Reference email: hanbad21@hotmail.com</p> <p>Reference telephone:</p> <p>Reference Secondary Telephone:</p> <p>Score: %</p> <table border="1"> <thead> <tr> <th>Question</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Name of candidate:</td> <td></td> </tr> <tr> <td>Reference Checktest</td> <td></td> </tr> <tr> <td>Relationship to candidate</td> <td></td> </tr> <tr> <td>professional</td> <td></td> </tr> <tr> <td>Letter of recommendation</td> <td></td> </tr> <tr> <td>LETTER OF RECOMMENDATION SAMPL (12kb) </td> <td></td> </tr> <tr> <td>Total Score</td> <td>/ = 0%</td> </tr> </tbody> </table>	Question	Score	Name of candidate:		Reference Checktest		Relationship to candidate		professional		Letter of recommendation		LETTER OF RECOMMENDATION SAMPL (12kb) 		Total Score	/ = 0%
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<p>STEP 4:</p> <p>Repeat as necessary for each reference check.</p>																	