## Sending Reference Check Requests

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1:</strong> Go to applicable requisition and click View applications. You are able to request reference checks in two ways:</td>
<td><img src="https://via.placeholder.com/150" alt="Image of PageUp screen" /></td>
</tr>
<tr>
<td>❖ Send reference check requests for multiple applicants at once (Step 2)</td>
<td><img src="https://via.placeholder.com/150" alt="Image of PageUp screen" /></td>
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<tr>
<td>❖ Send reference check requests for one applicant at a time (Step 3)</td>
<td><img src="https://via.placeholder.com/150" alt="Image of PageUp screen" /></td>
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<tr>
<td><strong>STEP 2:</strong> Send reference check requests for multiple applicants.</td>
<td><img src="https://via.placeholder.com/150" alt="Image of PageUp screen" /></td>
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<tr>
<td>From the applicant listing, click on the checkbox of the applicants you wish to conduct a reference check request for.</td>
<td><img src="https://via.placeholder.com/150" alt="Image of PageUp screen" /></td>
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</tbody>
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STEP 2.1: Go to Select a bulk action drop down menu in the top menu. From the listing, scroll down to Bulk reference Check.

STEP 2.2: A Request reference check pop up box will appear. Input the applicable reference check invitation expiry date. **The listed reference will have until this date to complete the reference check request. Click Next.
STEP 2.3: You will be taken to the communication template that will be sent to the referees.

The template will be auto populated with:
- the referee’s name
- the applicant’s name
- link to the website to complete the reference check form
- expiration date
- your name

You are able to change the From field, Subject line and add any additional instructions to the body of the email.

Click Finish.

Emails are sent to all references listed by each applicant.

STEP 3: Send reference check requests for an individual applicant.

From the manage applicants page, click the name of the applicant you are requesting the reference check for.
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.)

On the right side of the row, click the “…”

STEP 3.2: You will see a list of action items. Scroll to the view references link and click it.

STEP 3.3: You will be taken to the Manage references page.

Click Send for each referee you would like to send a reference check request to.
**STEP 3.4:**
You will be taken to the communication template that will be sent to the referee.

In the Expiry Days field, input the # of days the reference check request will be available for them to complete.

You are also able to change the From field, subject line and add any additional instructions to the body of the email.

Click Finish.

**STEP 4:**
**Review status of references**

A listing of all Active reference check requests are shown by default.
- Complete = reference check was completed;
- Invitation expired = reference check was not completed.

You should be able to view answers, resend invitations, edit, or archive a reference check request.