Reference Check Request

Department Feedback User, Initiator, and Search Proxy have access to send reference invitations.

Request Individual References – Send Invitation to Referees

Send to specific referee for one applicant

Step 1: Select **Jobs requiring Interview Evaluations** (*Search Committee Review and Enter Evaluations* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Click the name of the applicant
Step 4: Click the ⋯ (3 dots) for a dropdown menu
Step 5: Click **View References**
Step 6: Click **Send** to the right of the applicable applicant row
*Step 7:* Review the invitation request template and click **Send** at the bottom

Request Multiple References for Applicant – Send Invitation to all of Applicant's Referees

Send to multiple referees for one applicant

Step 1: Select **Jobs requiring Interview Evaluations** (*Search Committee Review and Enter Evaluations* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Click the name of the applicant
Step 4: Click the ⋯ (3 dots) for a dropdown menu
Step 5: Click **View References**
Step 6: Click **Send** at the top of window (next to New)
Step 7: Review the invitation request template and click **Send** at the bottom

Request Bulk References – Send Invitations to Referees for Multiple Applicants

Send to all referees for all applicants selected

Step 1: Select **Review applications** (*Applicant Progress Board* dashboard tile)
Step 2: Select the applicable search from the top drop down menu
Step 3: Click the diamond ◉◇◇ for all applicable applicants (or click for entire row to select all within a status)
Step 4: Click **Bulk Actions** (bottom)
Step 5: Click **Bulk Reference Check**
*Step 6:* Click **Send Invitations** at the top of the window
Step 7: Review the invitation request template and click **Send** at the bottom

Add an Individual Applicant's Reference

Step 1: Select **Jobs requiring Interview Evaluations** (*Search Committee Review and Enter Evaluations* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Click the name of the applicant
Step 4: Click the ⋯ (3 dots) for a dropdown menu
Step 5: Click **View References**
Step 6: Click **New** at the top of the window
Step 7: Enter the referee's information and select *Type of Reference*
Step 8: Click **Submit**

Note: *Applicants can add/edit references in the applicant portal prior to the Initiator sending reference Invitations*

View Reference Request Status

View Reference Status for Invitations Sent

Step 1: Select **Jobs requiring Interview Evaluations** (*Search Committee Review and Enter Evaluations* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Click the name of the applicant
Step 4: Click the [⋯] (3 dots) for a dropdown menu
Step 5: Click **View References**
Step 6: View the Status column for *Completed*

Note: *Columns can be sorted by Status*

View References

Any role with access to applicants can view the references.

View Individual References - Completed References for an Individual Applicant

Step 1: Select **Jobs requiring Interview Evaluations** (*Search Committee Review and Enter Evaluations* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Click each applicant's name and click **View** under the *Form* field

View Bulk References - Completed References for Multiple Applicants

Step 1: Select **Jobs requiring Interview Evaluations** (*Search Committee Review and Enter Evaluations* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Check **Select all** box at top (selects all applicants in search list)
Step 4: Click **Bulk Compile and Send**
Step 5: Select the **Reference** documents in addition to other application documents to include in bulk PDF file (e.g. Cover Letter, Resume)
Step 6: Click **Create PDF** (bottom of page)
Step 7: Wait until the process is complete (it may take a few minutes depending on the number of applicants)
Step 8: Click the **Download document** link (top) or **Send the PDF via email**

View Individual References from Applicant Card

Step 1: Select **Jobs requiring Interview Evaluations** (*Search Committee Review and Enter Evaluations* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Click the name of the applicant
Step 4: Click the [⋯] (3 dots) for a dropdown menu
Step 5: Click **View References**
Step 6: Click **Application & Forms** to the right of the applicable applicant row
Step 7: View the individual reference and click **Print reference check** for a printed copy (if needed)