

NEOED APPLICANT TRACKING SYSTEM E-REFERENCE GUIDE FOR HIRING MANAGERS

This guide provides steps on how to check references on candidates in order to help make better decisions in the hiring process.

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.

Re	ference C *	R Actions *							More Q
	records are selected	Move to Hire							Clear selection
	A Name	Send Notices Move to e-Offer	Phone	Master Profile	Action : Date :	Print PA	Notices	Status	Rating
	McDoneld, Ja	Print Apps	360-555-9731	8	06/10/2020			Reference Chec.	NA
	Wison, Janie	Send E-Reference	(888) 555 5555	8	0640/2020		23	Reference Chec	NA
	[[]]]]	(Menterinal)	1 may our office				(1999) (1	Solo Solo	(no.1-2 of 2

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

Send E-Reference			Cancel Next
1. SELECT REFERENCE	2. PREVIEW QUESTIONNAIRE	3. EMAIL NOTIFICATION	
Select Reference			·
Candidate .	Reference Already Submitted	Reference Email Will Be Sent To	
James Wilson	NA	 riewis@neogov.net jgarretson@neogov.com abateman@neogov.net 	
Jamie McDonald	smiller2@neogov.com mrodrigez2@neogov.com rlesseter@neogov.net	NA	
<<>>>>			Showing 1 - 2 of 2 items

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

end E-Reference		Cancel C Previou	Nex
SELECT REFERENCE V 2. PREVIEW QUESTIONNAIRE 3. EMAIL	NOTIFICATION	/	
Basic Reference Questionnaire (Higher Education)	Condidates James Wilson , +1 more		
REFERENCE QUESTIONNAIRE			
Basic Reference Question	naire		
(Higher Education)			
Please attach a letter of reference for candidate this candidate in the field belo Letter field. The candidate rating is optional. Thank you for your time?	sw or copy/paste it into the Reference		
* Refer are required			
1. Reference Letter *			-
Enter text			6

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 V 2. PREVIEW QUESTIONNAIRE V 3. EMAIL NOTIFICATION	/	
Email Notification Preview		
Template Sample Reference	\longrightarrow	2 Override
Dear <eroference_fname> <eroference_lname>:</eroference_lname></eroference_fname>		
Your contact information has been provided to us as an employment reference for Applicant_ProtName> Applicant_LastName> who has applied for t	the position of Position_Title> at <age< td=""><td>ency_Neme>.</td></age<>	ency_Neme>.
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_FratName) (User_LastName)		
<agency_neme></agency_neme>		
«User_Phone»		0

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.

æ	Name	Action Date	Notices	Master Profile	E-References
	Gerety, Matthew Steven	03/01/2021		\sim	N/A
	Grigsby, Anna F	03/01/2021		$\stackrel{\circ}{\sim}$	N/A
	Grunsky, Tracey Michele	03/01/2021		0	N/A
	Hardyway, Stephanie A	03/02/2021	\square	۹	Bot 3
	HARTLINE, MICHAELA	03/04/2021		۹.	Click to open E-References for Hardyway, Stephanie A
	Hawkins, Ondrell L	03/04/2021		0	N/A
	Huckabay, Austyn Leigh	03/04/2021		0	N/A
	Johnson, Nieshia D	03/01/2021		0	0 of 3

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

