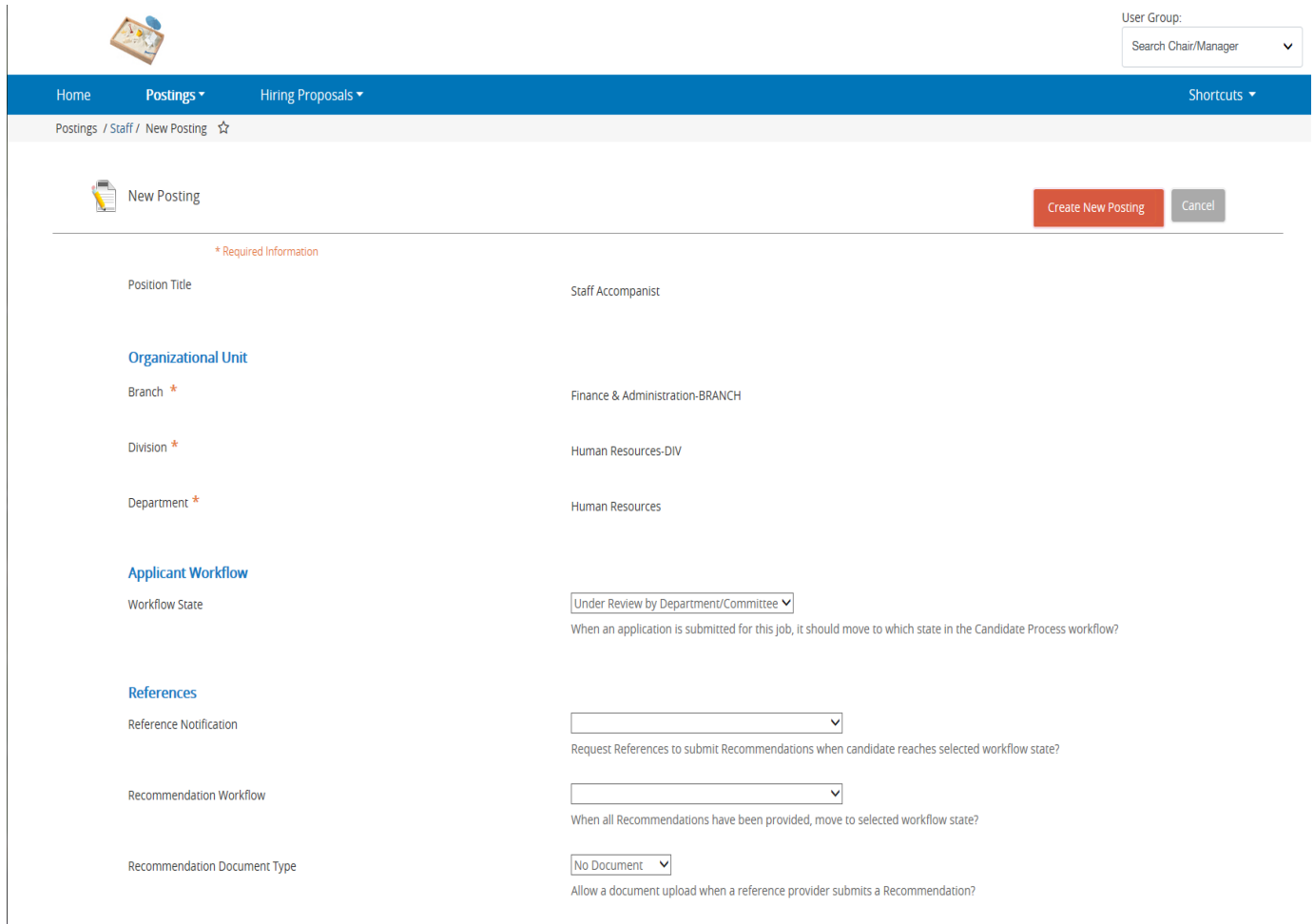


## Enabling Automated Reference Check Requests

Enabling automated reference check requests will allow references to receive automated requests for recommendations and respond directly to the search committee.

1. Create posting using the 'Creating a Posting' Quick guide located on the HR Website.
2. During the first step of the creation process you will be taken to a screen similar to the one below:



The screenshot shows the 'New Posting' form in the HR system. The form is divided into several sections: 'Position Title', 'Organizational Unit', 'Applicant Workflow', and 'References'. The 'Position Title' section includes a 'Staff Accompanist' field. The 'Organizational Unit' section includes 'Branch', 'Division', and 'Department' fields, all marked with an asterisk to indicate required information. The 'Applicant Workflow' section includes a 'Workflow State' dropdown menu with the option 'Under Review by Department/Committee'. The 'References' section includes 'Reference Notification', 'Recommendation Workflow', and 'Recommendation Document Type' fields, all with dropdown menus. The 'Reference Notification' dropdown is currently set to 'Request References to submit Recommendations when candidate reaches selected workflow state?'. The 'Recommendation Workflow' dropdown is currently set to 'When all Recommendations have been provided, move to selected workflow state?'. The 'Recommendation Document Type' dropdown is currently set to 'No Document'. The form also includes a 'Create New Posting' button and a 'Cancel' button.

User Group: Search Chair/Manager

Home Postings Hiring Proposals Shortcuts

Postings / Staff / New Posting

New Posting Create New Posting Cancel

\* Required Information

Position Title Staff Accompanist

Organizational Unit

Branch \* Finance & Administration-BRANCH

Division \* Human Resources-DIV

Department \* Human Resources

Applicant Workflow

Workflow State Under Review by Department/Committee

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type No Document

Allow a document upload when a reference provider submits a Recommendation?

3. You will be given choices under the 'Reference' section as shown below:

### References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

Allow a document upload when a reference provider submits a Recommendation?

4. Select the stage at which you would like automated recommendation requests to be sent to references in the 'Reference Notification' section. Ex:

#### References

Reference Notification

Campus Interview ▼

Request References to submit Recommendations when candidate reaches selected workflow state?

- This will send an automated email to the reference listed on the applicants application, prompting them to send a recommendation letter for the candidate.

5. Once all recommendations have been completed from all 3 listed references, you have the option to automatically move your candidate to the next workflow state. However, it is recommended that you select the same workflow state on 'Recommendation Workflow' as you have selected in step 4, thus giving you control over when the applicant moves through the workflow. Ex:

Recommendation Workflow

Campus Interview ▼

When all Recommendations have been provided, move to selected workflow state?

6. Select the type of recommendation you would like to receive. The only option is to receive 'Reference Letter', but you will need to make that indication in the final step. This will allow the references to upload recommendation letters for the candidate.

Recommendation Document Type

Reference Letter ▼

Allow a document upload when a reference provider submits a Recommendation?