**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:

   ![Screen Screenshot](image)

   - **Position Title:** Staff Accompanist
   - **Organizational Unit:** Finance & Administration BRANCH
   - **Department:** Human Resources
   - **Applicant Workflow:** Under Review by Department/Committee
   - **References:** 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

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

   ![Reference Section](image)
4. Select the stage at which you would like automated recommendation requests to be sent to references in the ‘Reference Notification’ section. Ex:

- 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:

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.