

# CHRS Recruiting

## Using the Online Reference Check Form

Staff, MPP

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## Overview of Reference Requirement

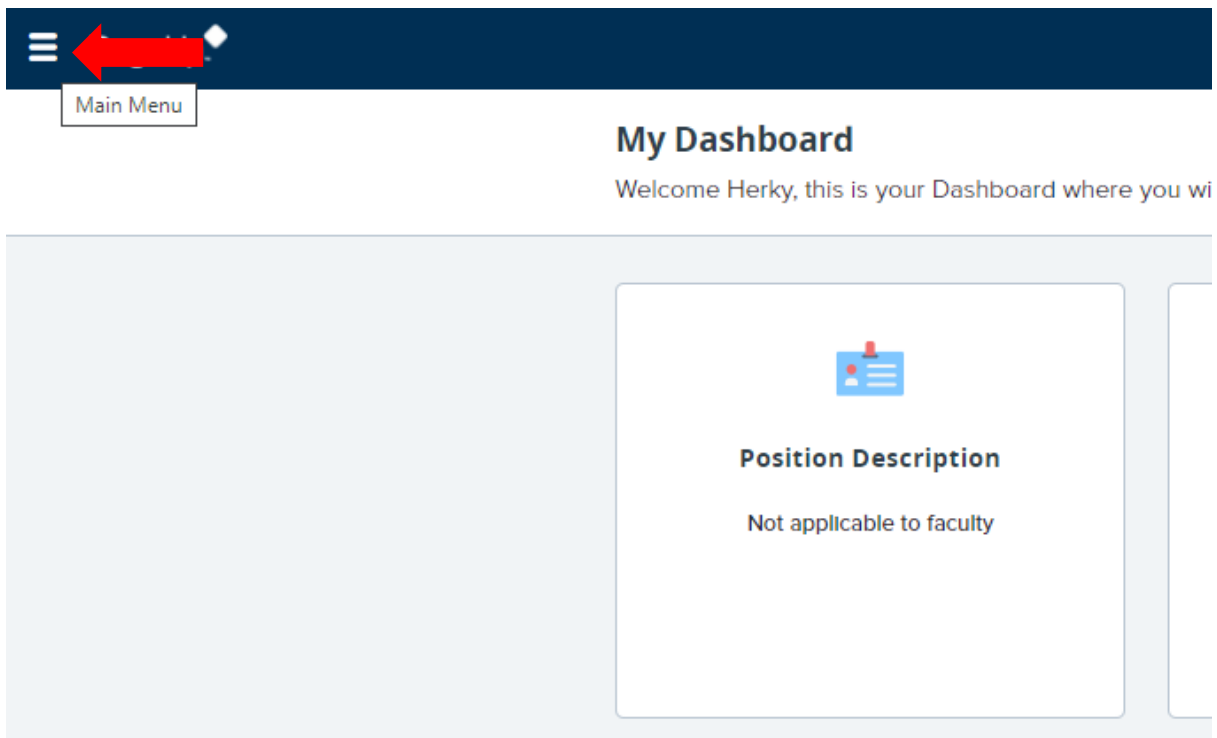
After the interview portion of the recruitment process, it is imperative that the hiring department collects references for their selected candidates before a verbal offer of employment is made. We now have two methods to complete this reference requirement:

- 1) View the list of references on the Job Application form and contact directly using a Reference Check form provided by the Recruitment Analyst.
- 2) Use the Online Reference Check form built in the CHRS Recruiting system. This form is automatically sent and collected using a specific Application Status in CHRS Recruiting. A list of the Online Reference Check form questions can be found at the bottom of this guide in Appendix A.

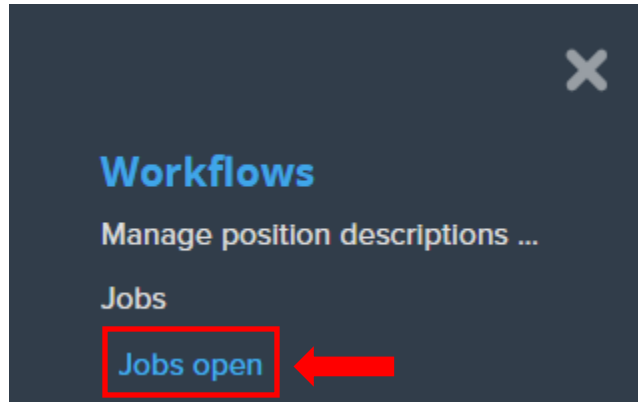
Please determine which method would work best for your recruitment. In some industries, staff and managers are rarely at a computer so a phone call may be the most efficient way to collect references. In others, filling out an online form is the most convenient method for those giving the reference. **If you have determined the Online Reference Check form is the best option for your recruitment, please reference the following steps to process this form.**

## Initiating Online Reference Check Form

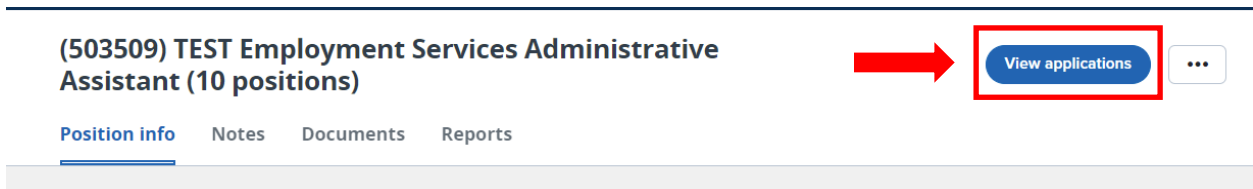
**Step 1:** Open the Main Menu options here:



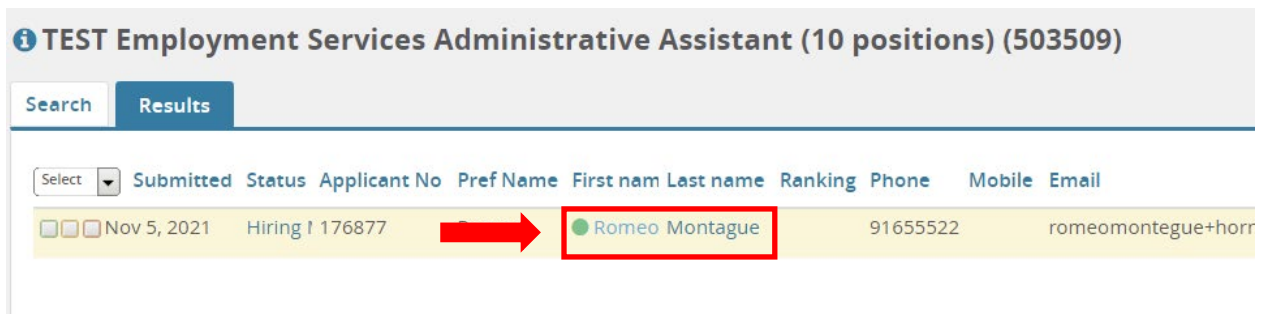
**Step 2:** Select “Jobs Open.”



**Step 3:** Click on the job you are recruiting for to open up the Job Card. Then click on the “View Applications” link near the top of the page.



**Step 4:** Click on the selected candidate’s name to open the Applicant Card.



**Step 5:** On the applicant card, click on the status link under the “Status changed \*\*\*\*” header. This will open up the Change Application Status menu.

**Romeo Montague** ●  
[View profile](#)

Address: 123 Fake Street, Sacramento, California 95826, United States Phone

E-mail: romeomontague+hornethire@csus.edu Origine

e-Zines comms hold  Yes

**Applications** History Scheduled emails Resume / CV

**503509 - TEST Employment Services Administrative Assistant (10 positions)**

Date submitted Nov 5, 2021	Applied via Careers website	Status changed Nov 5, 2021 <a href="#">Hiring Manager Review</a>	Offer No offer
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**Step 6:** Select “Initiate Online Reference Check Form” and click “Next.”

Change application status - PageUp People - Google Chrome

adminuat.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjMtUbl2lHW...

### Change application status

- Search Committee Review: CSUEU 9.3 qualified
- Search Committee Review
- Further Review
- Invite for Initial Interview
- Initial Interview Invite Accepted
- Invite for Finalist Interview
- Finalist Interview Accepted
- Hiring Manager Review
- Hiring Manager Review - Hold
- Initiate Online Reference Check Form**
- Finalist Selected/HR Review
- Prepare Offer to Extend
- Conditional Offer Declined
- Accurate Background - Background Check Initiated
- Accurate Background - Background Check Pending
- Accurate Background - Background Results Available
- Formal Offer Extended/Background Check Successful
- Formal Offer Accepted
- Offer Accepted Paperwork Received
- Offer Revised

**Step 7:** This will now open a “Confirm status change” window. You will want to review the fields to make sure the following are set properly:

- 1) Email Applicant is set to “Yes” and name in email preview is correct:

 Yes  No'. Below this, the 'From:' field is 'noreply@csus.edu' and the 'Subject:' field is 'CSU, Sacramento Reference Check'. The 'Message:' field contains a rich text editor with the following content: 'Dear Romeo Montague, At this step of the recruitment process we will begin conducting Reference Checks. You may wish to inform your references that they will be contacted. Please feel free to contact us at hr-empsservices@csus.edu if you have any questions. California State University, Sacramento Employment Services'. The name 'Romeo Montague' is highlighted with a red box."/>

E-mail: Applicant:  Yes  No

From:\* noreply@csus.edu

Subject:\* CSU, Sacramento Reference Check

Message: Merge fields

**B** *I* U ~~S~~ [List Icons] Formats **A** **A** [Link Icon] [Table Icon] *I* <> [Help Icon]

Dear **Romeo Montague,**

At this step of the recruitment process we will begin conducting Reference Checks. You may wish to inform your references that they will be contacted. Please feel free to contact us at hr-empsservices@csus.edu if you have any questions.

California State University, Sacramento

Employment Services

- 2) Additional users from Job is set to “No” (meaning no other users will be emailed):

 Yes  No' with a red box around the text and radio buttons."/>

Additional users from Job:  Yes  No

- 3) Any job status update option is set to “No”:

 Yes  No' with a red box around the text and radio buttons."/>

Update job status from Testing to Reference checking:  Yes  No

**Step 8:** When all three settings are confirmed, click “Move now” at the bottom of the window.

 Yes  No' bar and two buttons: 'Move now' and 'Cancel'. The 'Move now' button is highlighted with a red box."/>

Update job status from Testing to Reference checking:  Yes  No

**Move now** Cancel

The previewed email will be sent to the applicant as well as the following email to the listed references from the Job Application. Information between the asterisks \*\* will automatically populate from the Job Card and Application. No steps are needed to trigger this:

Hi \*Name of Reference\*,

\*Name of Applicant\* is a candidate for the \*Job Title\* position at the Sacramento campus of our California State University system and has identified you as a reference. Please provide your reference as soon as possible so that we may give the candidate due consideration for this role.

Click the following link for specific instructions and to provide the reference:

\*URL link to Online Reference Check Form\*

Please be advised that the link above will expire on \*One month after initiation\*

If prompted, please enter the following information:

Pin: \*Auto generated PIN\*

Password: \*Auto generated Password\*

You may refer any questions about this reference check to our team. Note that we may also follow up with you regarding any questions we might have about the information you've provided. Thank you for taking the time to complete this document thoroughly and completely.

Sincerely,

\*Your Name\*

CSU, Sacramento

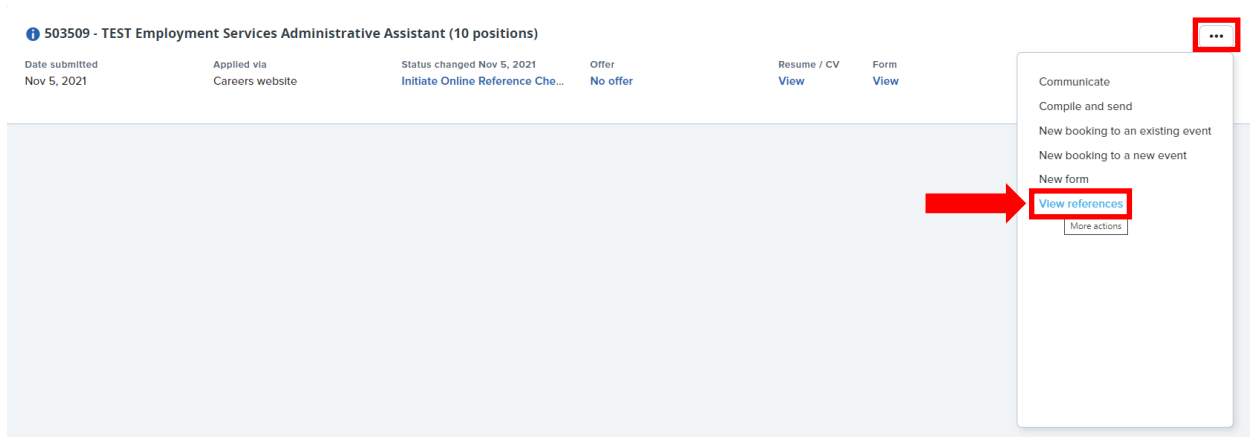
\*Your Email\*

## Reviewing the Reference Submissions

When an Online Reference Check Form is completed by a reference, it will become available to view by the hiring manager and recruitment support staff. To locate the reference requests:

**Step 1:** Navigate back to the Applicant Card for the selected candidate.

**Step 2:** In the job tile for your recruitment, open the options menu and click “View References.”



**Step 3:** Select a reference that has a “complete” status and select “view answers.”

**Manage references**

[New](#) [Send invitations](#)

Job: TEST Employment Services Administrative Assistan

Status:

First name	Last name	Type of reference	Status	
Lady	Montague	Professional	Invited	[...]
William	Shakespeare	Teacher/Educator/Professor	Completed	[...]
Juliet	Capulet	Manager/Supervisor	Invited	[...]

Clear Search

View answers | Edit | Control | Resend | Archive

View answers | Edit | Control | Archive

View answers | Edit | Control | Resend | Archive

**Step 4:** Once references have been collected and reviewed to be satisfactory, move the applicant to “Prepare Offer to Extend” to start the Offer Card Approval process. Refer to the [Initiate Offer Card](#) guide for more information.

**Notes:**

- A reminder email will go out to the reference after two weeks if there is no reply, or you can resend the invitation by clicking “Resend” on the right side options (reference image on pg.7).
- You can also add a reference manually if the selected candidate has provided more contacts by clicking “New” in the upper left corner and filling in the information requested (reference image on pg.7).

## Appendix A

**Online Reference Check Form Questions:**

- 1) How long have you known the candidate and in what capacity?
- 2) Please describe the candidate’s style of working with other faculty, staff, or other colleagues.
- 3) What is your experience and impression of the candidate’s written, oral, an interpersonal communication skills?
- 4) For positions that may have supervision/lead work responsibilities: Did they supervise or provide lead work directions to employees? Yes/No - If yes, what were their strengths as a supervisor? What were their weaknesses as a supervisor?
- 5) What do you think will be the candidate’s greatest strength or attribute as a Sac State employee?
- 6) What do you think will be the candidate’s biggest challenge as an effective Sac State Employee?
- 7) If you had the authority to do so, would you rehire this candidate? Yes/No/Not Applicable
- 8) Is there any information you would like to add to help us assess the candidate’s qualifications for the job?