

Adding references to your Teacher Horizons profile

Before applying to supported vacancies (marked with this symbol: ) we require that you have added contact information for a senior leader at your current school and another from a middle or senior leader from your current or previous schools.

Please note: you will need to be activated before you can add references.

In this document we will take you through the processes for -

[Adding a reference request](#)

[Deleting reference requests](#)

[Resending a reference request](#)

[Archiving a reference](#)

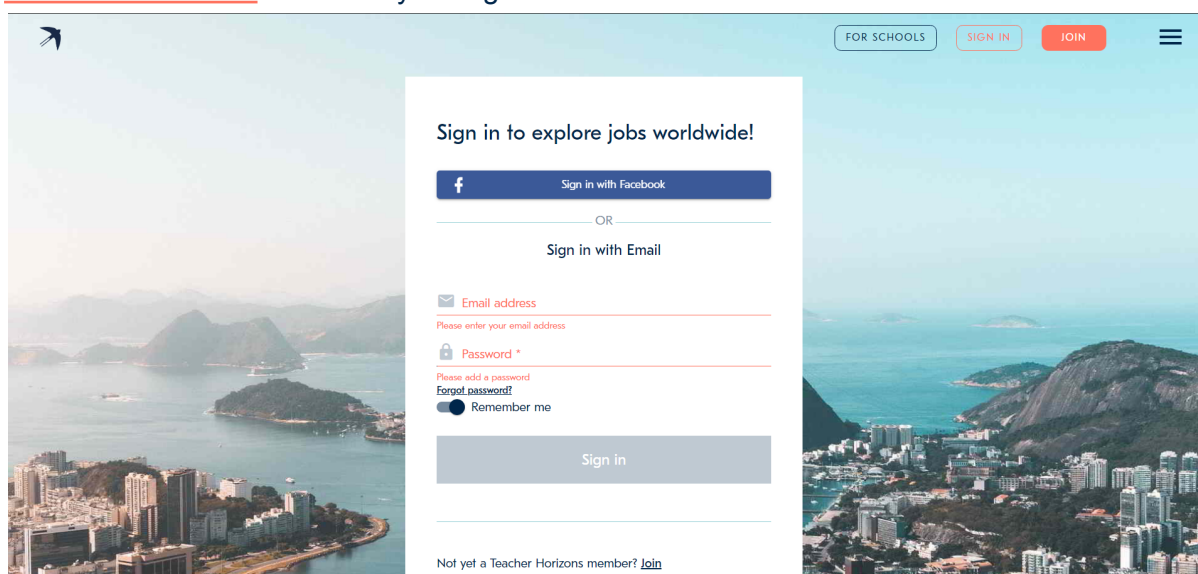
[Making a reference live again after archiving](#)

Click on the links above to access the correct part of this document.

Adding a reference request

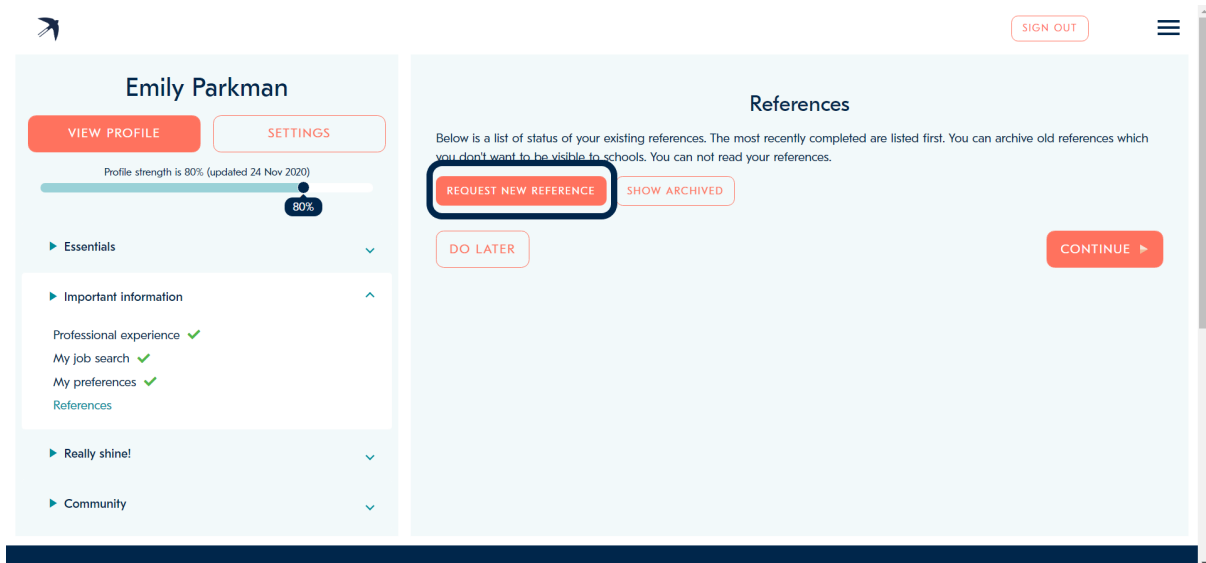
Please note: only activated candidates can add references.

1. [Follow the link here](#) and enter your sign-in credentials.



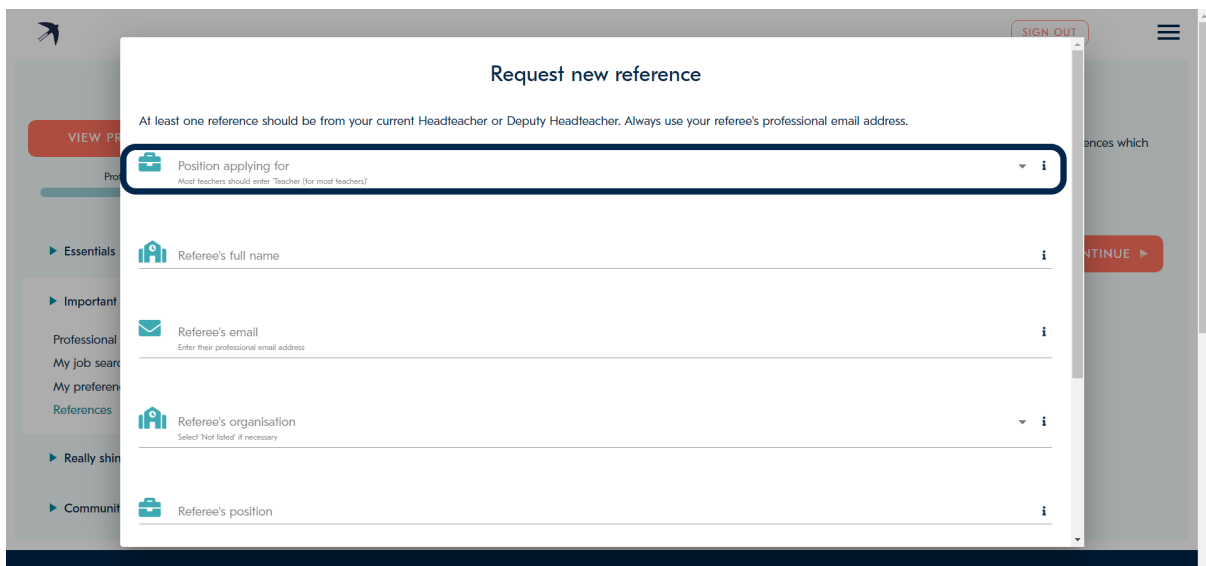
The screenshot shows the Teacher Horizons sign-in page. At the top, there is a navigation bar with links for 'FOR SCHOOLS', 'SIGN IN', and 'JOIN'. The main heading is 'Sign in to explore jobs worldwide!'. Below this, there are two sign-in options: 'Sign in with Facebook' and 'Sign in with Email'. The 'Sign in with Email' option is selected. The form fields are labeled 'Email address' and 'Password *'. There is a 'Remember me' checkbox and a 'Sign in' button. At the bottom, there is a link for 'Not yet a Teacher Horizons member? [Join](#)'.

- After clicking 'Sign in' you will be redirected to the edit page 'References' section of your profile page. Click the 'Request new reference' button (circled below) to add contact information for a referee you are happy for us to contact to request a confidential reference. Please note: this button will only be visible to activated candidates.



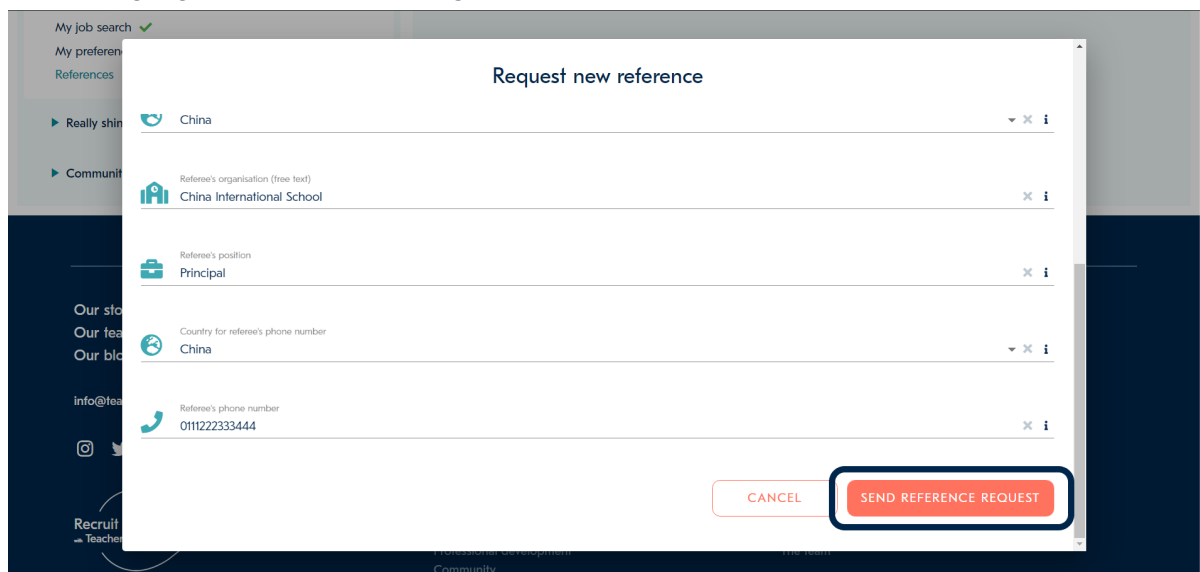
The screenshot shows the 'Emily Parkman' profile page. On the left, there's a sidebar with 'VIEW PROFILE' and 'SETTINGS' buttons. Below them, a 'Profile strength is 80% (updated 24 Nov 2020)' indicator is shown. The sidebar lists sections: Essentials, Important Information (with sub-items: Professional experience, My job search, My preferences, and References), Really shine!, and Community. The main content area is titled 'References' and contains a paragraph explaining the list of references. Below this paragraph, there are three buttons: 'REQUEST NEW REFERENCE' (circled in red), 'SHOW ARCHIVED', and 'DO LATER'. A 'CONTINUE' button is also visible on the right side of the main content area.

- First select which type of position you are looking for via the dropdown menu in the 'Position applying for' field (circled below). This will inform us what type of reference questions to ask your referee. Then make sure to add information to each field.



The screenshot shows the 'Request new reference' form. At the top, there's a note: 'At least one reference should be from your current Headteacher or Deputy Headteacher. Always use your referee's professional email address.' Below this, there are four fields: 'Position applying for' (with a dropdown menu, circled in red), 'Referee's full name', 'Referee's email' (with a sub-note: 'Enter their professional email address'), and 'Referee's organisation' (with a sub-note: 'Select "Not listed" if necessary'). The 'Referee's position' field is also visible at the bottom. The background shows the same profile page as the previous screenshot.

4. Once you have populated all of the fields the 'Send reference request' button will now be highlighted in the bottom right corner of the form (circled below).



The screenshot shows a 'Request new reference' modal form. It contains the following fields:

- Country: China
- Referee's organisation (free text): China International School
- Referee's position: Principal
- Country for referee's phone number: China
- Referee's phone number: 011222333444

At the bottom right, there are two buttons: 'CANCEL' and 'SEND REFERENCE REQUEST'. The 'SEND REFERENCE REQUEST' button is highlighted with a red border and a red background.

NB: If your school is not listed in the 'Referee's organisation' field dropdown menu, just select not listed. This will automatically add the 'Country of organisation' and 'Referee's organisation (free text)' fields to the reference form. Just select the country and write the school name as shown below.



The screenshot shows the 'Request new reference' form with the following fields:

- Referee's organisation: Not listed (with a note: 'Select "Not listed" if necessary')
- Country of organisation: China
- Referee's organisation (free text): China International School

NB - Clicking the 'Send reference request button' (SEND REFERENCE REQUEST) will automatically send a reference request email to the referee.

NB - The email address used to contact the referee should be a professional email address (i.e. not Gmail / Hotmail).

- Click 'yes' to confirm you are happy for us to send the reference form to the referee you have just added. The reference form will be sent immediately by our automated system.

- You will now be able to see the reference request listed (example circled below).

- Repeat steps 2-5 to add contact information for as many referees as you would like us to contact to request a reference.

NB - Each referee will receive an email with a link to complete the reference form online.

NB - An automated reminder will be sent to the referee after 7 days if the reference has not been completed.

- Once the referee has completed the reference, you will receive a confirmation email from info@teacherhorizons.com. You can also check to see which references have been

completed by signing in, and going to your [reference page](#). Under any completed reference, you will see 'Completed' along with the time the reference was completed (example circled below).

The screenshot displays the Teacher Horizons user interface. On the left, the user's profile for Emily Parkman is shown, including a 'VIEW PROFILE' button, a 'SETTINGS' button, and a profile strength indicator at 85%. Below this is a list of profile sections: Essentials, Important information (with sub-items: Professional experience, My job search, My preferences, and References, all marked as complete), Really shine!, and Community. On the right, the 'References' section is visible, containing a list of references. The first reference is from 'Principal - Heads name' at 'China International School', which is marked as 'Completed 4 minutes ago' (this text is circled in the image). Below the reference list are buttons for 'REQUEST NEW REFERENCE', 'SHOW ARCHIVED', 'DO LATER', and 'CONTINUE'. A 'SIGN OUT' button is located in the top right corner of the page.

Emily Parkman

[VIEW PROFILE](#) [SETTINGS](#)

Profile strength is 85% (updated 09 Mar 2021)

85%

▶ Essentials ✓

▶ Important information ^

Professional experience ✓

My job search ✓

My preferences ✓

References ✓

▶ Really shine! ✓

▶ Community ✓

References

Below is a list of status of your existing references. The most recently completed are listed first. You can archive old references which you don't want to be visible to schools. You can not read your references.

Principal - Heads name
China International School
Completed 4 minutes ago

[REQUEST NEW REFERENCE](#) [SHOW ARCHIVED](#)

[DO LATER](#) [CONTINUE ▶](#)

[SIGN OUT](#)

Deleting reference requests

1. You can delete a reference request at any point. Just [follow the link here](#) and enter your sign-in credentials. Once signed in you will be redirected to the edit page 'References' section of your profile page. Click on the reference request you would like to delete (example circled below).

Emily Parkman

VIEW PROFILE SETTINGS

Profile strength is 80% (updated 09 Mar 2021)

80%

Essentials

Important information

Professional experience ✓

My job search ✓

My preferences ✓

References

Really shine!

Community

References

Below is a list of status of your existing references. The most recently completed are listed first. You can archive old references which you don't want to be visible to schools. You can not read your references.

Principal - Heads name

China International School

Requested just now ago

REQUEST NEW REFERENCE SHOW ARCHIVED

DO LATER CONTINUE ▶

2. All you then have to do is click the 'Delete' button (circled below) and click 'yes' in the pop up that appears.

Heads name's reference

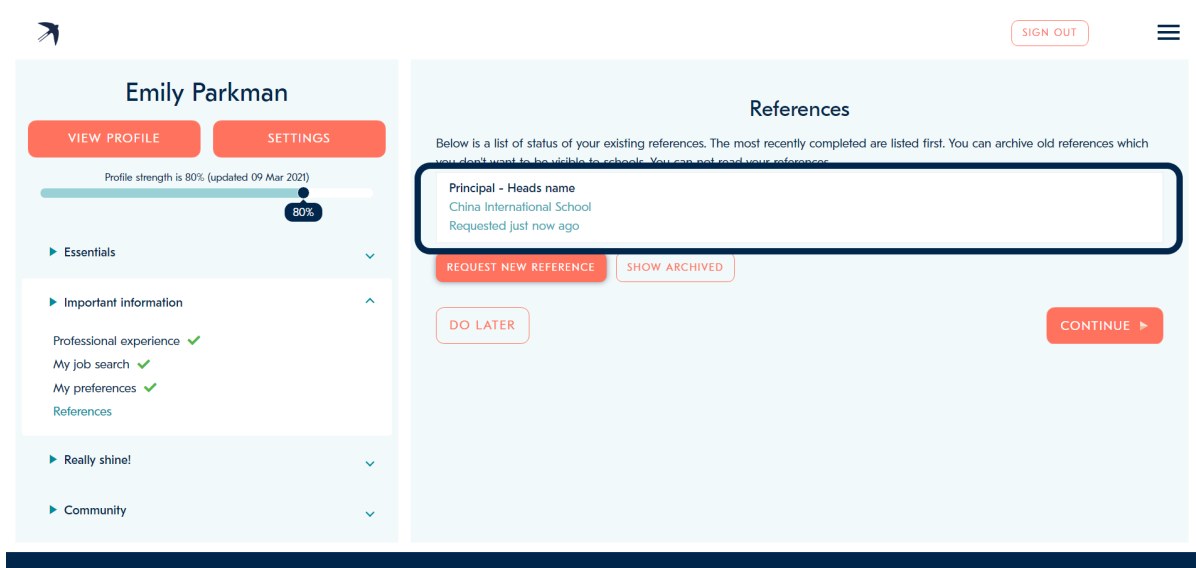
Summary of the information you submitted for Heads name.

Position applying for	Teacher (for most teachers)
Referee's full name	Heads name
Referee's email	info@teacherhorizons.com
Referee's organisation	China International School
Country of organisation	China
Referee's position	Principal
Country for referee's phone number	China
Referee's phone number	0111222333444
Date completed	

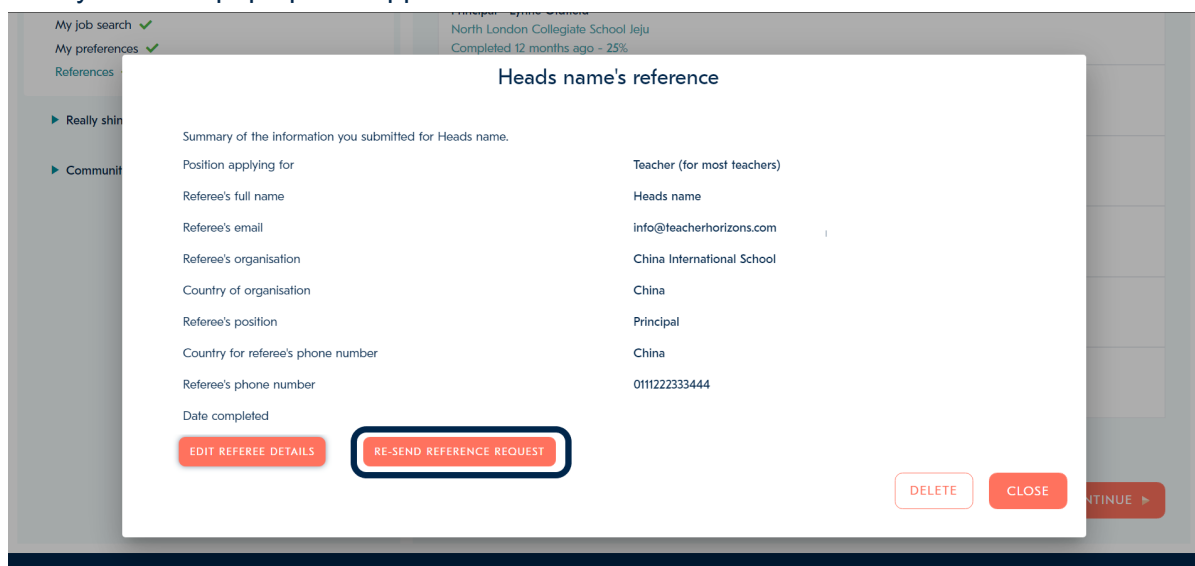
DELETE CLOSE

Resending a reference request

1. After 72 hours, if we have not received a completed reference form you can resend the reference request. Just [follow the link here](#) and enter your sign-in credentials. Once signed in you will be redirected to the edit page 'References' section of your profile page. Click on the reference request you would like to resend (example circled below).



2. All you then have to do is click the 're-send reference request' button (circled below) and click 'yes' in the pop up that appears.

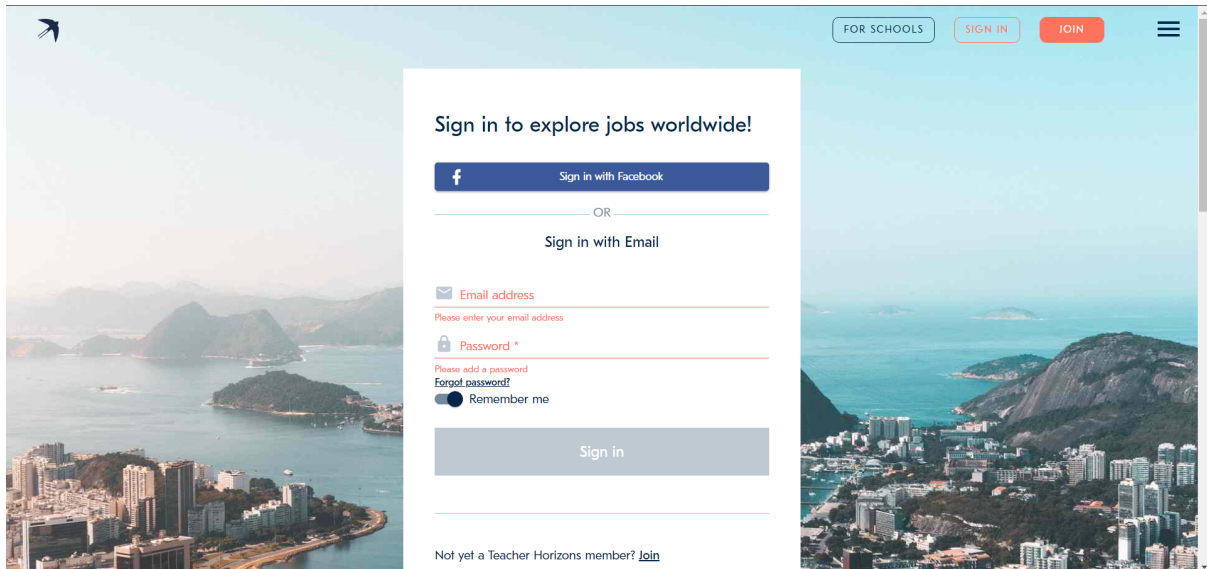


If you are having trouble with any of the instructions above, please contact info@teacherhorizons.com for further assistance.

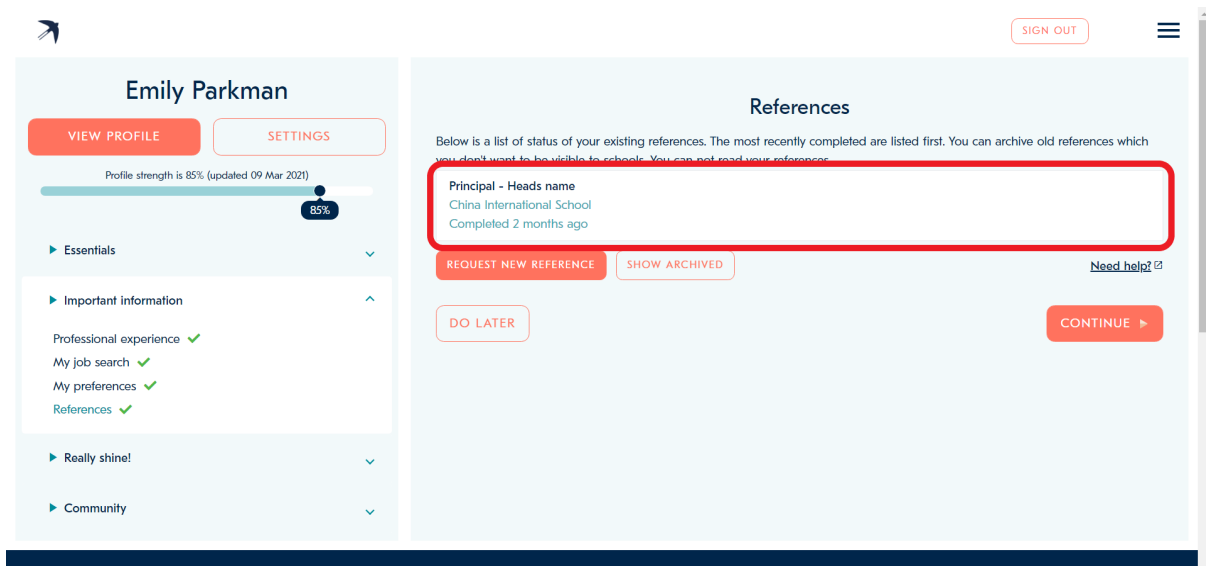
Archiving a reference

References can now be

1. [Follow the link here](#) and enter your sign-in credentials.

The image shows the Teacher Horizons sign-in page. At the top right, there are buttons for 'FOR SCHOOLS', 'SIGN IN', and 'JOIN'. The main heading is 'Sign in to explore jobs worldwide!'. Below this, there is a 'Sign in with Facebook' button, followed by an 'OR' separator and a 'Sign in with Email' section. The email section includes a text input for 'Email address' with a placeholder 'Please enter your email address', a password input for 'Password *' with a placeholder 'Please add a password' and a 'Forgot password?' link, and a 'Remember me' checkbox. A 'Sign in' button is at the bottom of the form. At the very bottom, there is a link for 'Not yet a Teacher Horizons member? Join'. The background features a scenic view of a coastal city with mountains.

2. After clicking 'Sign in' you will be redirected to the edit page 'References' section of your profile page. Click on the completed reference that you would like to archive (example circled in red below).

The image shows the 'References' section of a user's profile page. The user's name is 'Emily Parkman'. On the left, there are tabs for 'VIEW PROFILE' and 'SETTINGS', and a 'Profile strength is 85% (updated 09 Mar 2021)' indicator. The main content area is titled 'References' and contains a list of references. One reference is highlighted with a red box: 'Principal - Heads name', 'China International School', and 'Completed 2 months ago'. Below the list, there are buttons for 'REQUEST NEW REFERENCE', 'SHOW ARCHIVED', and 'DO LATER'. A 'Need help?' link is also present. At the bottom right, there is a 'CONTINUE' button. The background is a light blue gradient.

3. Tick the box next to 'Archived' in the bottom left of the pop-up window showing the reference details (circled in red below). Once the box has been ticked and the green confirmation tick has appeared in the bottom right (to show the action has been saved), you can then close the reference details pop-up window (button circled in green below).

Heads name's reference

It is currently archived. If you would like this reference to appear to schools, deselect the box below.

Position applying for	Teacher (for most teachers)
Referee's full name	Heads name
Referee's email	info@teacherhorizons.com
Referee's organisation	China International School
Country of organisation	China
Referee's position	Principal
Country for referee's phone number	China
Referee's phone number	011222333444
Date completed	Mon 15 Mar 2021

☒ Archived

CLOSE

Successfully updated. DISMISS

4. To view archived references go to the [reference edit page](#) and click the show archived (circled in red below).

Emily Parkman

VIEW PROFILE SETTINGS

Profile strength is 80% (updated 09 Mar 2021)

80%

Essentials

Important information

Professional experience ✓

My job search ✓

My preferences ✓

References

Really shine!

Community

References

Below is a list of status of your existing references. The most recently completed are listed first. You can archive old references which you don't want to be visible to schools. You can not read your references.

REQUEST NEW REFERENCE SHOW ARCHIVED

DO LATER CONTINUE

Making a reference live again after archiving

References can be archived if you do not want schools viewing your profile to see them.

NOTE: Before archiving references, please remember we need at least 1 reference from a senior leader at your current school, and another from a senior leader or middle leader at your current or previous school.

1. To move a reference from your archive back to your live reference list (that advisers and schools can access), click on the archived reference you would like to make live again (circled in red below).

The screenshot shows the user profile for Emily Parkman. On the left is a sidebar with navigation links: 'VIEW PROFILE', 'SETTINGS', 'Essentials', 'Important information', 'Really shine!', and 'Community'. The main area is titled 'References' and contains a list of references. The first reference, 'Principal - Heads name' from 'China International School', is circled in red. Below the list are buttons for 'REQUEST NEW REFERENCE', 'HIDE ARCHIVED', 'DO LATER', and 'CONTINUE'.

2. Untick the box next to 'Archived' in the bottom left of the pop-up window showing the reference details (circled in red below). Once the box has been unticked and the green confirmation tick has appeared in the bottom right (to show the action has been saved), you can then close the reference details pop-up window (button circled in green below).

The screenshot shows a pop-up window titled 'Heads name's reference'. It contains a summary of the reference and a form to update it. The 'Archived' checkbox is circled in red. A green confirmation tick and the 'CLOSE' button are circled in green. A 'Successfully updated.' message is visible at the bottom.

NOTE: References with a white background are live and can be seen by schools and advisers, and references with grey backgrounds are archived and cannot be seen -

Live:

Principal - Heads name
China International School
Completed 2 months ago

Archived:

Principal - Heads name
China International School
Completed 2 months ago