



## Conduct Reference Check

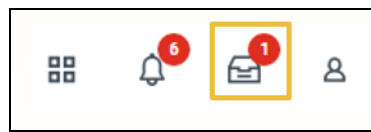
### Overview

This job aid outlines the process of ensuring reference checks are completed for candidates. When candidates are moved to the Reference Check step of the process, they enter reference information into a questionnaire. Links are then sent to those references.

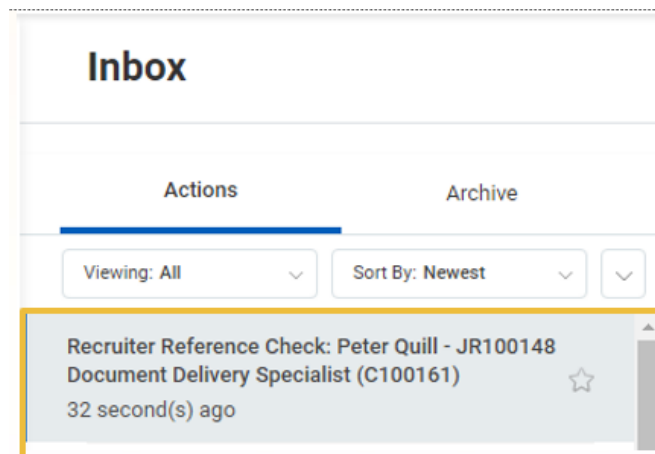
### Initiate Conduct Reference Check

*Security Role(s): HR Administrator, Primary Recruiter, Recruiter, and Recruiting Administrator.*

1. From the Workday Landing page, navigate to your Workday **Inbox**.



2. Locate and select the **Recruiter Reference Check** inbox item for the position.



3. You will see all details entered by the candidate regarding their references and the status associated with each reference. In this example, only the second has been Submitted.
  - a. You can **Resend** the reference request to the individual who has yet to complete the reference.
  - b. You can **Edit Referee Details** if the reference has not been completed and you need to update contact information.

**Manage References** Peter Quill - JR100148 Document Delivery Specialist (C100161) ⋮ ☆ ⚙️ 🔖

32 second(s) ago

📞 (713) 445-6789 (Mobile)      **Jobs Applied to** 1      **Hiring Manager** Tony Stark  
 📧 PeterQ@workday.comzz      **Stage** Recruiter Reference Check      **Recruiter**  
**Source** Career Websites -> College Website

Turn on the new tables view

3 Items 🔍 📄 🔖

Available Actions	Referee	Status	Email Address	Phone Number	Job Title	Company Name	Relationship Type
Resend <b>A</b> Submit Reference	Drax Destroyer	Request Sent	📧 drax@workday.comzz				
Resend Submit Reference	Iam Groot	Request Sent	📧 iamgroot@workday.comzz				
Resend Submit Reference	Rocket Raccon	Request Sent	📧 rge28@gmail.com				Current Supervisor or Manager

**Edit Referee Details** **B**

4. Use the **Submit Reference** action if you call the reference to obtain answers to the questionnaire.

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Available Actions	Referee	Status	Email Address	Phone Number	Job Title	Company Name	Relationship Type
Resend <b>Submit Reference</b>	Drax Destroyer	Request Sent	📧 drax@workday.comzz				
Resend Submit Reference	Iam Groot	Request Sent	📧 iamgroot@workday.comzz				
Resend Submit Reference	Rocket Raccon	Request Sent	📧 rge28@gmail.com				Current Supervisor or Manager

**Edit Referee Details**

- You will then receive the questionnaire in your inbox, and enter the responses from the referee. Select **Submit**.

**Submit Reference on behalf of** ⋮

22 hour(s) ago

Job Application Timothy Teacher - JR100108 Associate Professor of Humanities-2 (C100127)

Candidate Reference Check

Please complete all questions. If the question is not applicable, please enter 'N/A'.

What is/was your professional relationship to the applicant and how long have you known them? (Required)

What are the applicant's best qualities? (Required)

What would critics say about the applicant? Are there any areas where the applicant could grow/improve? (Required)

Submit Cancel How would you rate the applicant in their ability to get along with others and why? (Required)

- If a referee declines to provide a reference, you will see that in the status. Select **Submit**.

**Manage References** Peter Quill - JR100148 Document Delivery Specialist (C100161) ⋮ ☆ ⚙️ 🔍

32 second(s) ago

(713) 445-6789 (Mobile)      Jobs Applied to 1      Hiring Manager Tony Stark  
 PeterQ@workday.comzz      Stage Recruiter Reference Check      Recruiter  
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Turn on the new tables view

3 items

Available Actions	Referee	Status	Email Address	Phone Number	Job Title	Company Name	Relationship Type
Resend <b>Submit Reference</b>	Drax Destroyer	Request Sent	drax@workday.comzz				
Resend Submit Reference	Iam Groot	Request Sent	iamgroot@workday.comzz				
	Rocket Racoon	Declined					Current Supervisor or Manager

Edit Referee Details

### Remaining Processes

The recruiting process continues to the next step, typically a Background Check or an Offer.