Conduct Reference Check

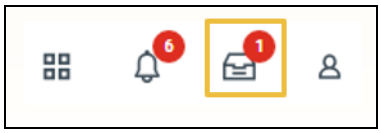
Overview

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.

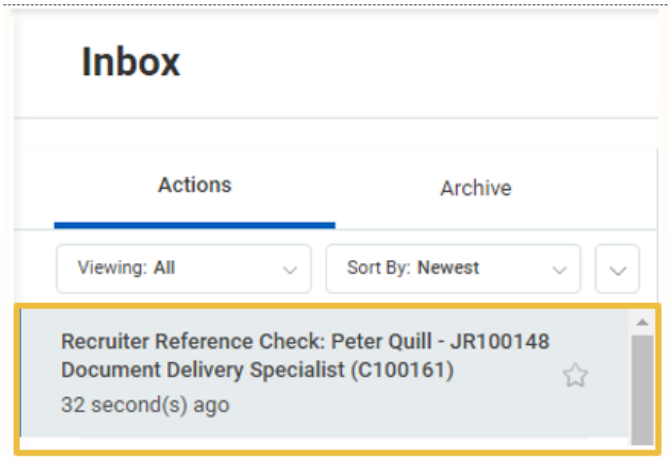
Initiate Conduct Reference Check

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

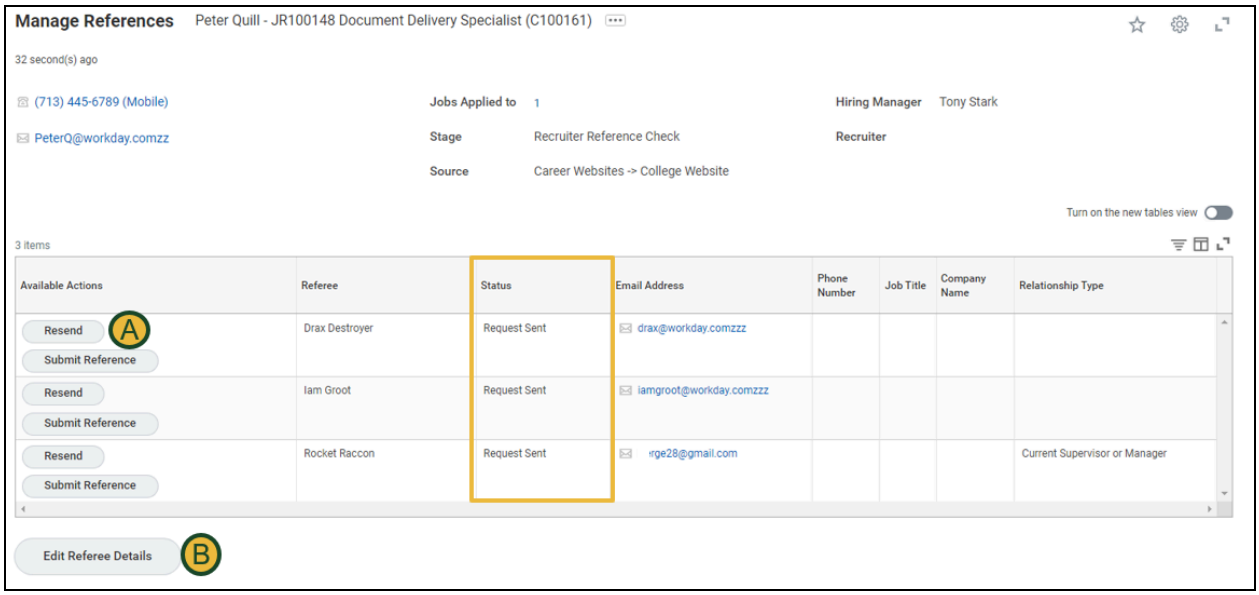
1. From the Workday Landing page, navigate to your Workday **Inbox**.



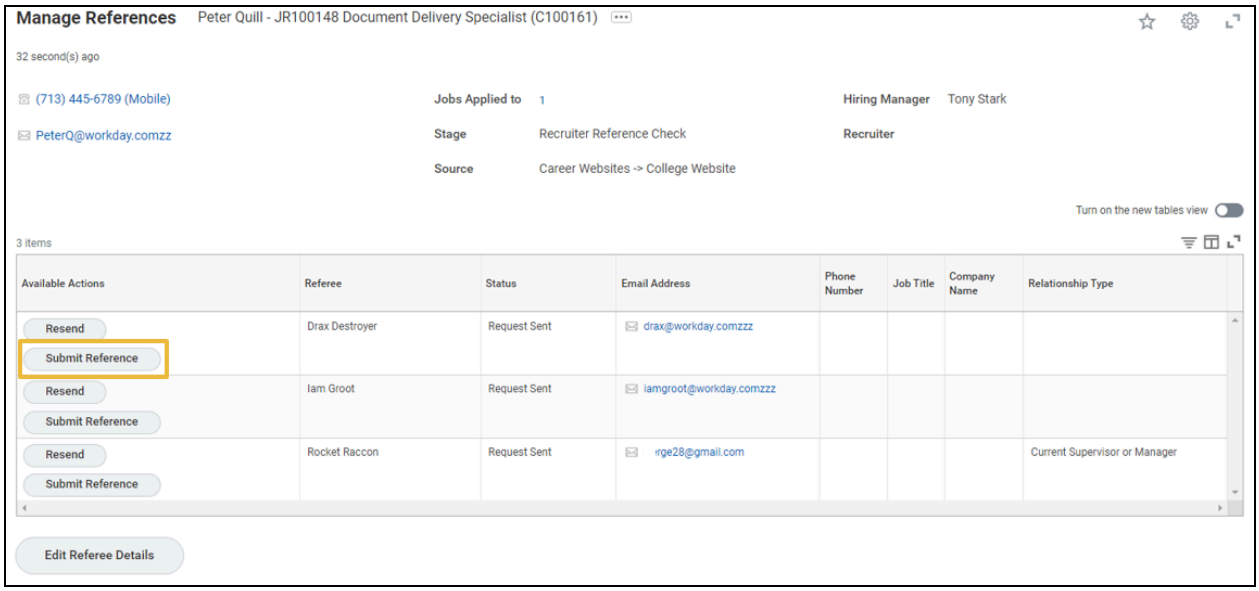
2. Locate and select the **Recruiter Reference Check** inbox item for the position.



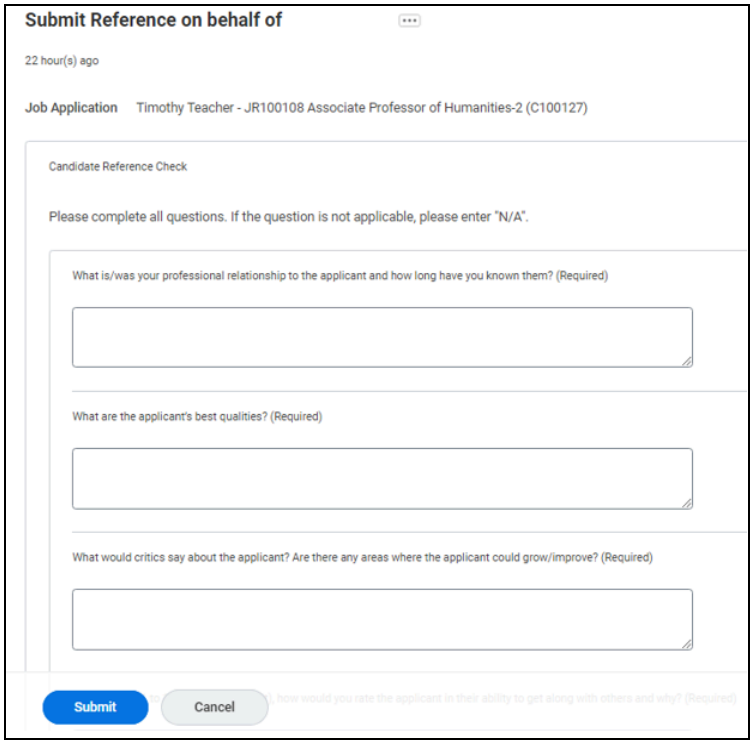
3. You will see all details entered by the candidate regarding their references and the status associated with each reference. In this example, only the second has been Submitted.
    a. You can **Resend** the reference request to the individual who has yet to complete the reference.
    b. You can **Edit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



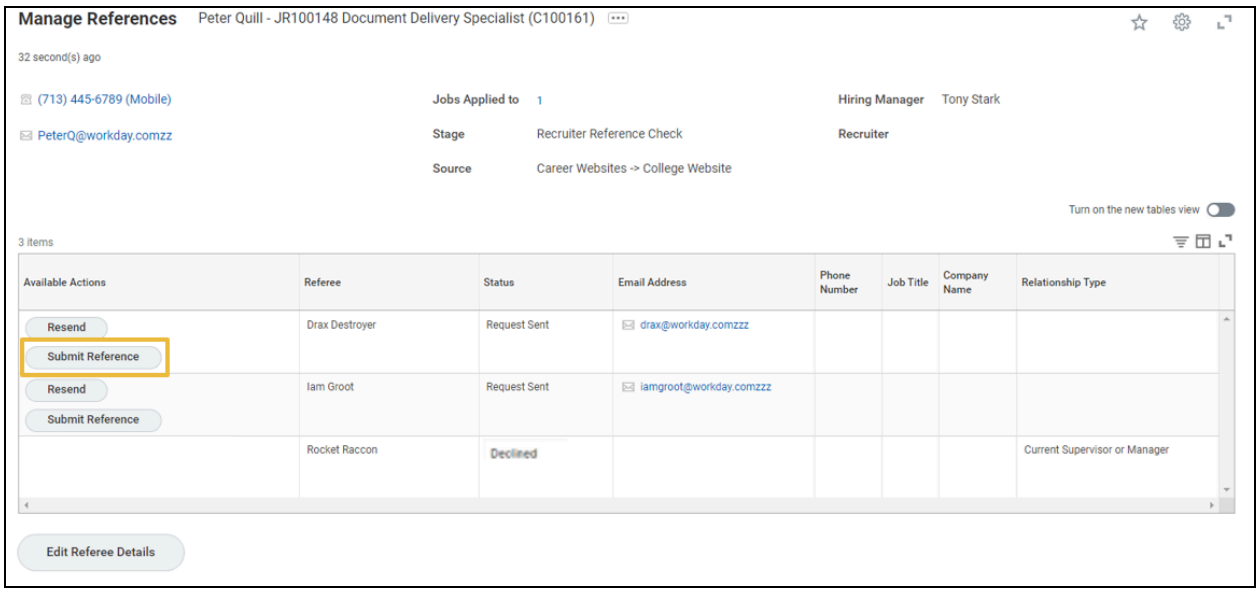
4. Use the **Submit Reference** action if you call the reference to obtain answers to the questionnaire.



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



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



Remaining Processes

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