Table of Contents

Reference Requests 1

Reference Requests

The CareerPortal reference request feature allows you to choose when to request an applicant's references. On the applicant side, an applicant is asked to provide the names and email addresses of a specified number of references when applying for a job. On the hiring side, you can choose when to request those references with the click of a button.

This feature comprises configuration settings, forms, and core questions. See forms and core questions to learn how forms and core questions work together. Before proceeding, ensure that you have the proper permission level to access the configuration settings page.

Edit reference requests

The configuration settings page is used to set up and customize the reference request feature. To edit or customize the reference request feature, go to the Configuration Settings page.

Field	Description
ReferenceRequestText	**ReferenceRequestText** This configuration setting allows you to customize the message that is sent to the applicant's references provided on the application. The message uses placeholders for values found in the applicant's application (e.g., [RecipientName], [ApplicantName], and [PositionName]).
Edit	Edit the ReferenceRequestText configuration setting. The Edit Configuration Settings pop-up window is displayed.
Value	Type your edits.

Update the information.

Cancel and return to the previous page.

Create a reference form

The second step in setting up the reference request feature is to create at least one form titled References. You can create multiple reference forms for different job position classifications (e.g., References-Full-Time or References-Part-Time). Go to the forms.

Notes: Type **References** in the **Search** field to check whether your CareerPortal instance has a References form.

- If your CareerPortal instance already has a References form, then proceed to adding core questions below.
- If your CareerPortal instance does not have a References form proceed to the following table.

Field	Description
Form Name	Type **References**.

Field	Description
Form Description	Type a form description.

Save your work.

Cancel and return to the previous page.

From:
https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
https://help.ascendertx.com/careerportal/doku.php/general/requestreferences?rev=1486740443

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