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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.

Field	Description
ReferenceRequestText	This 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., [Recipient Name], [Applicant Name], and [Position Name]).
Edit	

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Add references form

After core questions are associated with the References form, you can add the form during the Post A Job process. See Post A Job for more information.

Send reference requests

The reference request feature allows you to choose when to ask for an applicant's references. Doing so streamlines your applicant search by allowing to you only ask for references for applicants who could fill job position. Reference requests are sent from the applicant's Applicant Detail page.

Field	Description
Request References	Send the applicant's references the email message generated by the **ReferenceRequestText** configuration setting. All core questions that are associated with the References form are sent to the applicant's references via an encrypted link that is rendered inoperable once the reference has submitted his or her responses. **Note**: All reference responses are appended to the applicant's application and are viewable on the Applicant Detail page.

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