

Access Candidate References

Overview

When a candidate is moved into the Reference Checks segment of the Talent Pipeline, an email notification is generated and sent to the candidate to request that the candidate update their online candidate profile with up to three references.

There is no notification generated from SuccessFactors after a candidate updates their profile with references. The Org Chief (or delegate) must check back in the Reference Checks segment of the Talent Pipeline to see if the references have been updated. When the references are available, the reference checks can be completed.

Procedure

From within the Talent Pipeline for a job requisition,

1. Click the **Reference Checks** segment and then click the **candidate's name** in the **Name** column.

Note: Updated Reference Checks appears under the New Status column to indicate that the candidate has updated their profile with references.

The screenshot shows the Talent Pipeline interface. At the top, there are navigation links: "Talent Pipeline", "View active candidates (6)", and "View all candidates (6)". Below this is a row of statistics cards: Forwarded (0), Invited To Apply (0), New Applicant Review (3), Short List (1), Interviews (1), Reference Checks (1 - highlighted with a red box), Offer (0*), and SAP (0*). Below the statistics is a section for "Candidates : View Reference Checks (1)". This section includes a toolbar with "0 Selected", an "Action" dropdown, "Display Options", "Filter Options", and "Highlight Candidates". Below the toolbar is a table with the following columns: Name, New, Status, Forwarded By, Candidate Type, Interview Result, Overdue Interviews, Rating, and Source. The table contains one row for "Josh Johnson" with a status of "UpdatedReference Checks". The "Name" column and the "UpdatedReference Checks" status are highlighted with red boxes. A red arrow points from the "UpdatedReference Checks" status to the "Status" column header.

Name	New	Status	Forwarded By	Candidate Type	Interview Result	Overdue Interviews	Rating	Source
Josh Johnson		UpdatedReference Checks		External			N/A	Corporate: WRHA Ext

The *Candidate Overview* displays beneath the *Talent Pipeline* and the submitted references are listed under the *Additional Information* section.

2. Scroll down the screen to reveal up to three submitted references.

Candidates : View Reference Checks (1)

0 Selected **Action** **Filter Options**

Enter Applicant Name

Name

Josh Johnson

Josh Johnson (External Candidate)

204555-2525 | jjohnson@yopmail.com | Cover Letter | Resume | View Profile

Save | Cancel | Email | Take Action

Application | Resume

Application

* Status: Reference Checks

Additional Documents | Attach a document

ADDITIONAL INFORMATION

How did you hear about this job? Employee Referral

Are you legally authorized to work in Canada? I am authorized to work in this country for any employer

Redeployment # 12345

Reference 1: ←

Name of Reference Time Mazur

Title Director

Company Brandon RHA

Telephone No. (204) 555-9696

Reference 2: ←

Name of Reference Joan Johansen

Comments + Add

There are no items in this section.

Correspondence

Date: 12/20/2017 User: System System Action: Email
UPDATE: References requested

Date: 12/20/2017 User: System System Action: Email
Your application for the position of Dietitian - 2...

Offer Letter

There are no items in this section.

Application Status Audit Trail

Date: 12/20/2017 User: System System Status: New Applicant Review

Next Steps

Reference checks can be completed using the submitted reference information. Once a successful candidate is identified, the process for extending an offer can be initiated. This may include discussing the offer with an individual who will approve the offer, verifying credentials, consulting with Human Resources, etc.

See how to [Complete an Offer Approval](#) for more information.