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 *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.

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.