

Provide References

Overview

If you have submitted an application for a job posting, the hiring manager may request that you provide your references online.

As a result, you will be sent an email notification that contains a link to an area where you can update your application with your references.

Procedure

From the email notification,

1. Click the **View/Edit Application** link.

Example email (Please note: email text is subject to change)

Dear Coral,

In support of your application for the position of **Administrative Manager** (Req #2880) at [REDACTED], please provide three references.

Our reference requirements are described below. You will be asked to provide the **name, phone number and relationship** of each reference. When you are ready to provide this information, click on the View/Edit Application link at the bottom of this email.

We are eager to fill this position and would appreciate receiving your references within the next two business days.

Preferred references:

- Employment-related
- Direct managers from past or current positions

Other acceptable references:

- Related to your volunteer activities, involvement in community groups, education, etc.
- Co-workers or direct reports from past or current positions

Not acceptable references:

- Personal or character references

To add your reference to your application, click here [View/Edit Application ...](#)

Regards,
[REDACTED]

Your web browser opens to the *Career Opportunities: Sign In* screen.

- 2. Enter your sign in credentials (email address and password) and click **Sign In**.

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Career Opportunities: Sign In

Have an account?
Please enter your login information below. Both your username and password are case sensitive.

*Email Address:

*Password:

Sign In [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

- 3. Click > **Job Specific Information**.

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Sign Out Options English

Administrative Manager Req # 2880 (2880)

+ Expand all sections - Collapse all sections

> Job-Specific Information

View Profile Update Withdraw Application

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The *References* screen for your job application opens and displays information about acceptable references.

- 4. Fill in the fields for the required number of references.
- 5. Click **Update**.

A message displays to confirm that your application has been updated and the hiring manager is notified.

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Administrative Manager Req (2880)

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Job-Specific Information

Preferred references:

- Employment-related
- Direct managers from past or current positions

Other acceptable references:

- Related to your volunteer activities, involvement in community groups, education, etc.
- Co-workers or direct reports from past or current positions

Not acceptable references:

- Personal or character references

Reference 1:

Name of Reference	Title	Company
<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone No.

Reference 2:

Name of Reference	Title	Company
<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone No.

Reference 3:

Name of Reference	Title	Company
<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone No.

[View Profile](#) [Update](#) [Withdraw Application](#)