

# **Provide Your References**

### **Overview**

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

As a result, the system will send you an email notification that contains a link to SuccessFactors where you can update your application with references.

### Procedure

From the email notification,

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

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

From:	□ WRHA SuccessFactors <wrha-careers@wrha.mb.ca></wrha-careers@wrha.mb.ca>	Sent: Fri 4/20/2018 3:18 PM					
To:							
Cc							
Subject:	UPDATE: References requested for Administrative Manager (Req #2880)						
8	1	7 📐 🔯					
Dear							
In support o please prov	f your application for the position of <b>Administrative Manager</b> (Req <b>#2880</b> ) at ide three references.						
Our referen reference. V	ce requirements are described below. You will be asked to provide the <b>name, phone number</b> and <b>r</b> Vhen you are ready to provide this information, click on the View/Edit Application link at the bottom	r <b>elationship</b> of each of this email.					
We are eag	er to fill this position and would appreciate receiving your references within the next two business d	lays.					
Preferred re • Employme • Direct mar	ferences: ent-related pagers 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 accepta • Personal o	ble references: or character references						
To add your	reference to your application, click here View/Edit Application						
Regards,							



Your web browser opens the SuccessFactors *References* screen for your job application and displays information about acceptable references.

**Note:** If you are prompted to log in to SuccessFactors, you may need to navigate to your job application to provide your references. Follow the steps in the <u>Edit Job Application</u> section below.

- 2. Fill in the fields for the required number of references (up to three).
- 3. Click Update.

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

Job Search	Job Applications	Saved Jobs	Saved Searches/Alerts	My Candidate Profile	Saved Applications	My Interviews	My Offers
Apply A	Administrative	Manager (2	2880)				^
						6	Print Preview
		Prefer	red references:				
		:	Employment-related Direct managers from pa	st or current positions			
		Other	acceptable references:				
		:	Related to your volunteer Co-workers or direct repo	activities, involvement i orts from past or current	n community groups, positions	education, etc.	
		Not ac	ceptable references:				
		•	Personal or character ref	erences			
		Refere	ence 1:				
Name of F	Reference						
Title							
Company							
Telephone	e No.						
		Refere	ence 2:				
Name of F	Reference						
Title							
Company							
Telephone	e No.						
		Refere	ence 3:				
Name of F	Reference						
Title							
Company							
Telephone	e No.						
				-	Cancel	Update	

## **Edit Job Application**

After you have successfully logged in to SuccessFactors,

1. Click the Careers tile on the SuccessFactors Home screen.

Note: You can also access Careers by clicking the Home menu and selecting Careers from the drop-down.

Home ~		${\bf Q}$ Search for actions or people	۵	$\odot$	$\bigcirc$
My Info					
Careers					
பி	430				
	Open Jobs				
L					

2. Click Job Applications.

合 Caree	°S ∨	Q	Search for act	ions or peopl	e 🇘 (	ۍ 🌯	Clayton McKnight	SAP Suc	ccessFactors 🗘		
Job Search	Job Applications	Saved Jobs	Saved Searc	ches/Alerts	My Candidat	e Profile	Saved Applications	My Interviews	My Offers		
Career	Opportunities								^		
Search fo	or Openings				Make yo	ur mov	/e				
Keywords:				Whether you provide direct care or support it, the WRHA gives you room							
	Exa	ct Match			you'll register your employment profile, making planning and managing that next move a lot easier						
	⊙ in jo	b title			Registering your profile allows you to:						
	O in jo	b title or descripti	on		<ul> <li>apply for jobs,</li> <li>check the status of your applications,</li> </ul>						
Job Langu	age: Englis	h	$\sim$		b postings that m rrent.	may interest you					

The *Job Applications* screen appears and displays a list of the jobs you have applied for, and corresponding details about the job posting (e.g. requisition ID, date applied, site, etc.).

- **3.** Locate the application for which you are providing references.
- 4. Place your cursor over Select under the Actions column and select View/Edit Application from the drop-down.

Job Search	Job Applica	tions Save	ed Jobs	Saved Sea	rches/Alerts	My Candidate Profile		Saved	Appli		
Job Ap	Job Applications										
Jobs App	plied										
			Req	Date			Status	Next			
Job Title	ŀ	Actions	ID	Applied	Status		Date	Step	City		
Administra Manager	ative Req	Select 🗸	2880	02/08/2018	We are currer reviewing all a	ntly applications	04/20/2018		Wir		
		⊗ Withdraw	thdraw Application								
		View/Edit									
Items per	Items per page: 10 V Showing 1–1 of 1										
Find Mo	re Jobs										

The SuccessFactors *References* screen for your job application displays. Refer to <u>Step 2</u> in the previous section to complete the process.