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>	Sent: Fri 4/20/2018 3:18 PM
To:		
Cc:		
Subject:	UPDATE: References requested for Administrative Manager (Req #2880)	

Dear _____,

In support of your application for the position of **Administrative Manager** (Req #2880) at _____ 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,

_____

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 Edit Job Application 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.

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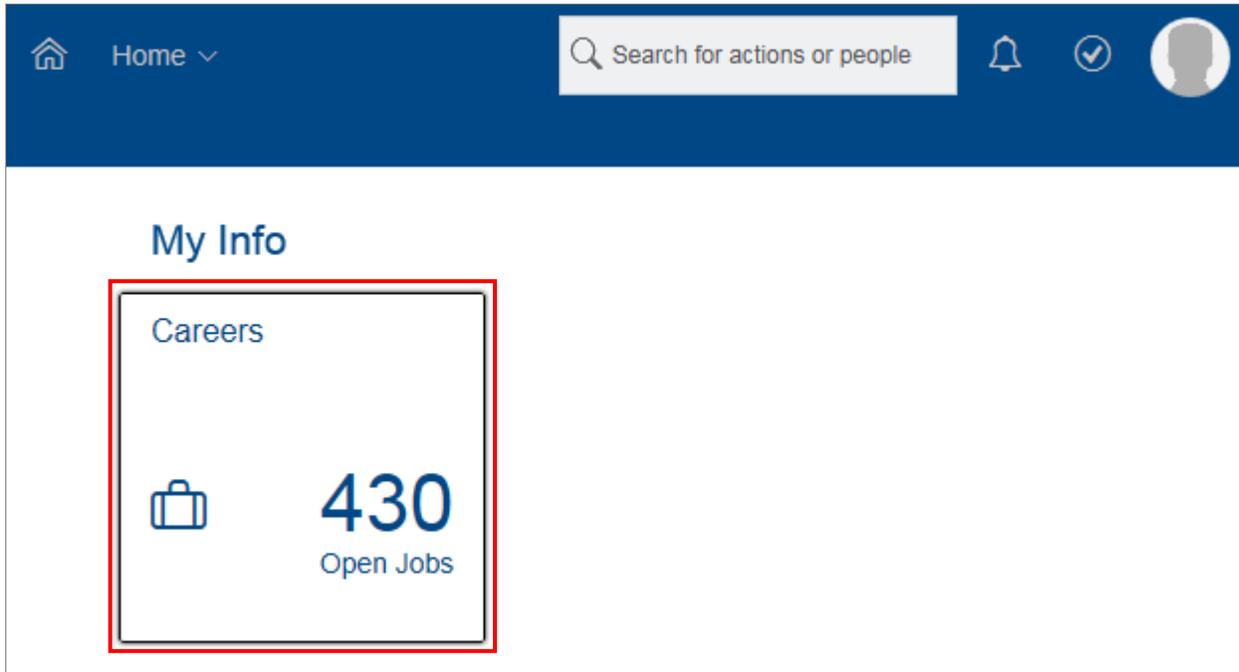
2. Click **Job Applications**.
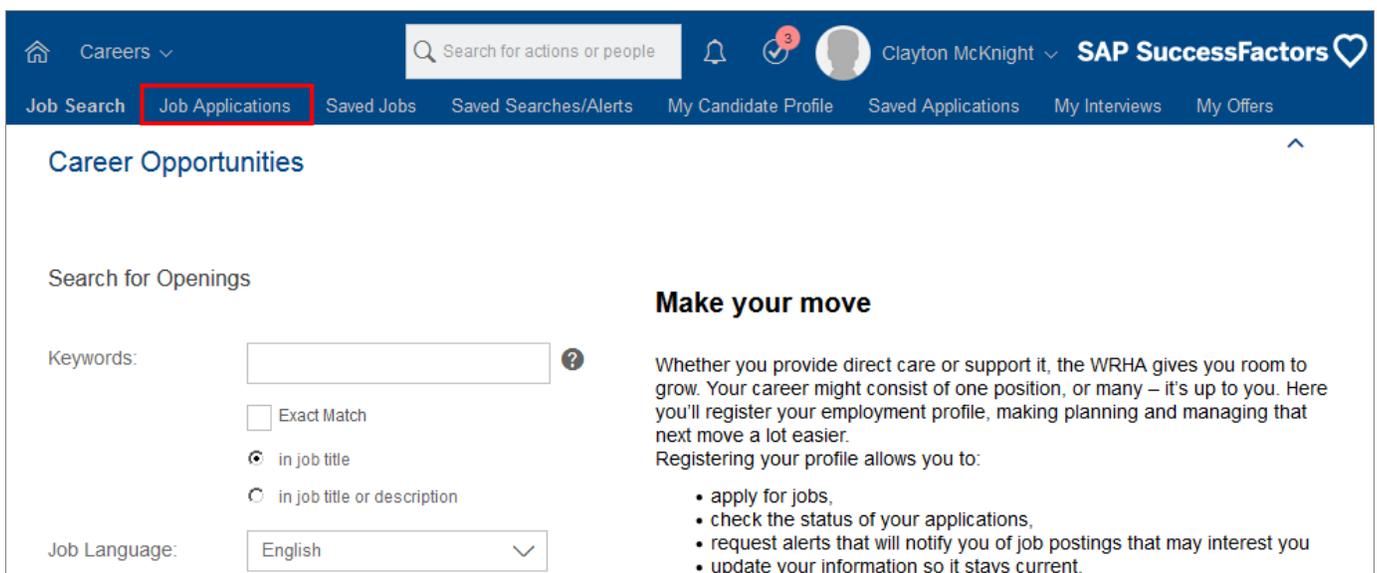
The *Job Applications* screen appears and displays a list of the jobs you have applied for, and corresponding details about the job posting (e.g. requisition ID, date applied, site, etc.).

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.

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