

## NEOED APPLICANT TRACKING SYSTEM E-REFERENCE GUIDE FOR HIRING MANAGERS

This guide provides steps on how to check references on candidates in order to help make better decisions in the hiring process. In the second step you will preview the E-Reference Questionnaire associated with the job posting the selected candidate(s) were referred from.



In the third step, you will be able to preview, edit, and then send the E-Reference email notice to the candidate's references that includes the URL to complete the questionnaire. There isn't an E-Reference reminder notification function, so if you want to send a reminder notice to a candidate's references who haven't completed the questionnaire, just repeat these steps.



## Reviewing E-References

To review an E-Reference, you will click on the E-Reference sent for the candidate. You will be able to see how many have responded t2 reW\* nBTF1 11.0 Tf1 00 37.478 he