



# Checking incoming references

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# 1 Reference requests received

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When a reference has been returned you will receive an email informing you that a reference is *waiting for checking*. Emails will be sent daily between 5 and 6 pm, if you have multiple references to check across different vacancies details will be included in the one email. You can login any time to check whether a reference has been returned.











## 2 How to locate the reference

Once logged in at the top of the page you will see an info message:

There are applications with reference replies that need your approval.

 View next app with a reply

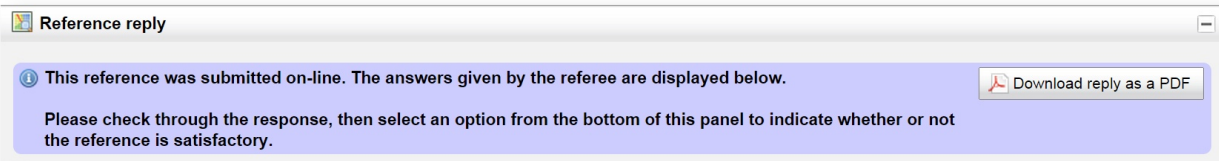
1. By clicking on **View next app with a reply** you will automatically start working on employment checks. The employment checks box is at the bottom of the screen, you may need to scroll down to see it. Ensure the worker message has your name displayed.
2. Look for the blue-coloured bars titled "**Reference Check**" showing status "*With manager for checking*". The bar will indicate what type of reference check it is (e.g work, personal, education), the name of the referee and period of time it covers.

Employment checks for this applicant		Worker: cheryl.day@pow.nhs.uk, until 10:37
 ID check	Success ✓ +	
 Visa / work permit	Success ✓ +	
 Convictions	Success ✓ +	
 Professional registration	Not required    +	
 Occupational health: Fit with no restrictions	Success ✓ +	
 Reference check: (Per) Mr. Francis Ijadunola (Sep 2011 – Sep 2014)	Success ✓ +	
 Reference check: (Wrk) Sylvester Okafor (Dec 2013 – )	Request clarification from referee 👤 +	
 Reference check: (Edu) Rena Williams (Jan 2014 – Oct 2014)	With manager for checking 👤 +	
Worker history	+	



### 3 Different types of reference form

1. References may have been returned in one of 3 different ways but all can be signed off online:
  - a. Online completed references
  - b. Faxes or emailed references
  - c. Postal references
2. To view the returned reference click on the reference reply bar and view the returned reference form. Online forms will be displayed immediately, if the reference has been returned as a document it will be attached as a file, you have the option to download the reference as a PDF.





## 4 Signing off the reference

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1. Once you have reviewed the reference you can select one of the options at the bottom of the reference.
2. If you are happy to approve the reference click **Success**. After clicking success you will be asked to verify the dates that the reference covered.
3. Selecting **Request clarification** will send an automated email to the HR recruitment contact and they will be able to follow up your query. Please use the **add note** field to indicate what your query /concern is.
4. If you are not happy to approve a reference select the option that represents your view and contact the HR department to inform them of your decision.

Request clarification

Referee refused

Referee unsuitable

Fail - bad reference

Success