Reference Process

User Groups: Search Committee Chair, Hiring Manager, Department Support

Purpose: Reference check results will be indicated

Click **JOBS** tab

Click ‘Job Title’
Choose from Reference Process Status choices

**In Process** – If using this, follow up with one of next two status choices when completed – not advocating the use of this choice

**Approved** – reference check was satisfactory

**Reference Check Unsatisfactory** – reference check was unsatisfactory – changes status to ‘Declined in Review’

**Withdraw** – applicant withdrew

Click **Save**.
If you chose **Reference Check Unsatisfactory**, the applicant status will be changed to ‘Declined in Review’.

Select ‘Select Disposition’ to enter ‘Disposition Code’

Choose from drop down menu list the appropriate reason for why applicant was declined in review.

Click **Save**.