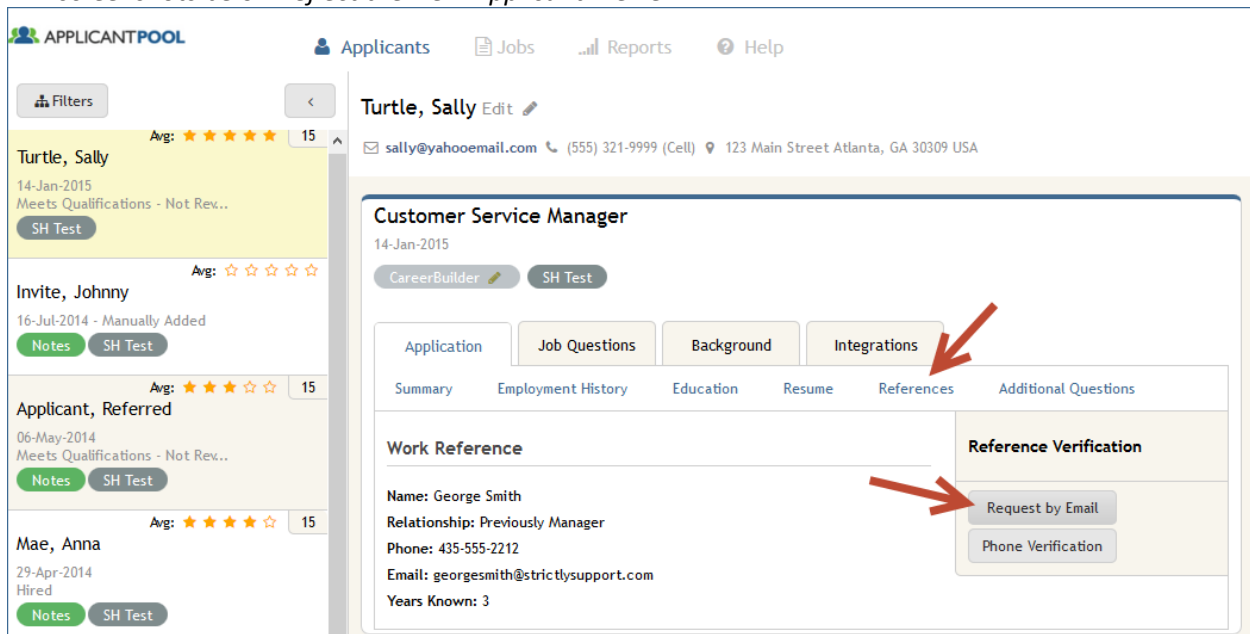


Reference Check Overview

ApplicantPool provides users with ability to complete reference checks via email or phone and storing the completed reference check form on the candidate's application. Similar to job screening questions, you create a survey or reference check questionnaire. Questions can be created in various forms (yes/no, drop-down, large text box, etc.).

Once the survey/questionnaire has been created (by user, account rep, or support), you are ready to begin your reference checks via ApplicantPool.

**All screenshots below reflect the New Applicant Viewer*

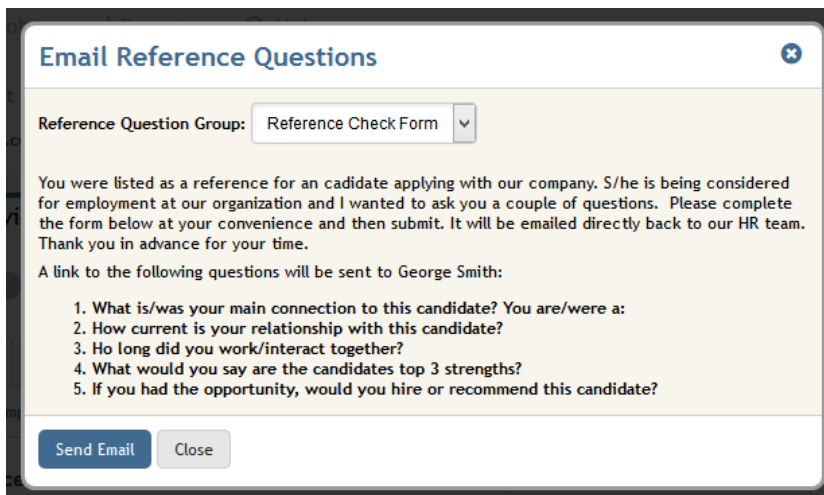


The screenshot displays the ApplicantPool interface. On the left, a list of candidates is shown, including Sally Turtle, Johnny Invite, Referred Applicant, and Anna Mae. The main panel shows the profile for Sally Turtle, with contact information and a list of tabs: Application, Job Questions, Background, Integrations, References, and Additional Questions. The 'References' tab is selected, showing a 'Work Reference' for George Smith. A red arrow points to the 'References' tab, and another red arrow points to the 'Request by Email' button under the 'Reference Verification' section.

REFERENCE CHECK BY EMAIL

To use the “Request by Email” reference check, you need to ensure your reference section, on the application, requires the email address. If an email address is not provided, this option will not be available for use.

If an email address is provided, you can request the reference check by email. Simply select the “Request by Email” button next to the reference. A new window will appear allowing you to select the proper questionnaire and then allowing you to review the questions asked on the form.



Email Reference Questions

Reference Question Group: Reference Check Form

You were listed as a reference for an candidate applying with our company. S/he is being considered for employment at our organization and I wanted to ask you a couple of questions. Please complete the form below at your convenience and then submit. It will be emailed directly back to our HR team. Thank you in advance for your time.

A link to the following questions will be sent to George Smith:

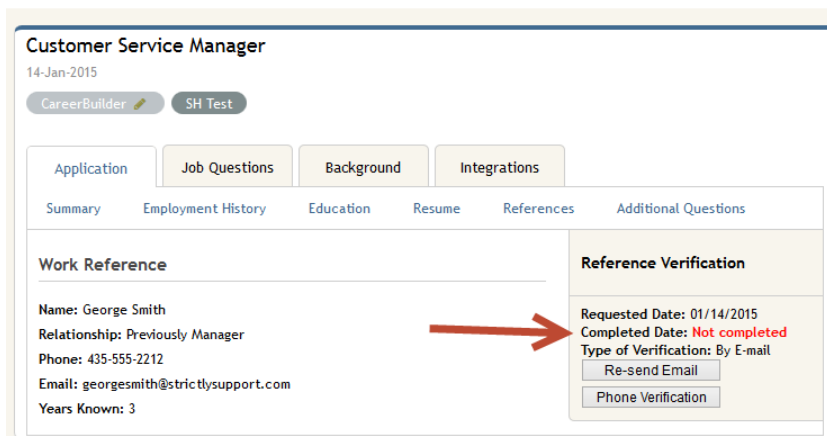
1. What is/was your main connection to this candidate? You are/were a:
2. How current is your relationship with this candidate?
3. Ho long did you work/interact together?
4. What would you say are the candidates top 3 strengths?
5. If you had the opportunity, would you hire or recommend this candidate?

Send Email Close

Once the email has been sent, a notation will be made on the reference.

Turtle, Sally [Edit](#)

sally@yahooemail.com (555) 321-9999 (Cell) 123 Main Street Atlanta, GA 30309 USA



Customer Service Manager

14-Jan-2015

CareerBuilder SH Test

Application Job Questions Background Integrations

Summary Employment History Education Resume References Additional Questions

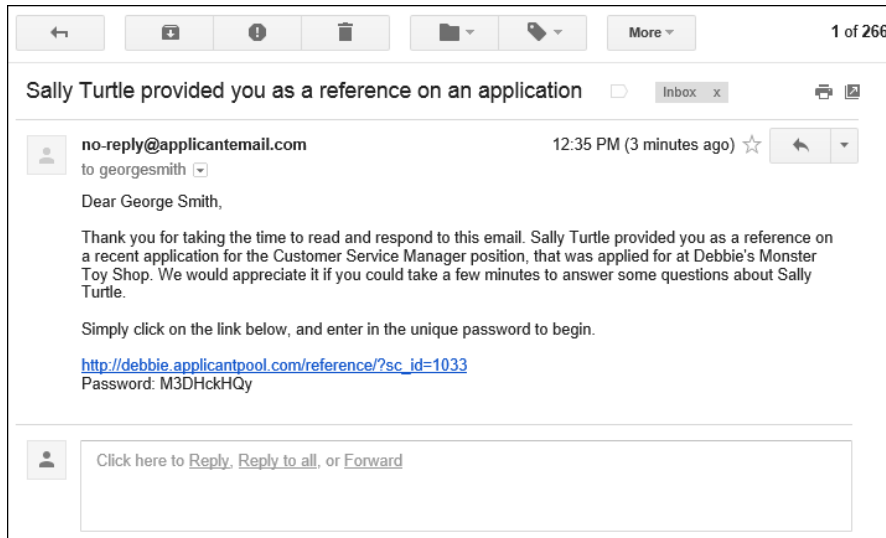
Work Reference

Name: George Smith
Relationship: Previously Manager
Phone: 435-555-2212
Email: georgesmith@strictlysupport.com
Years Known: 3

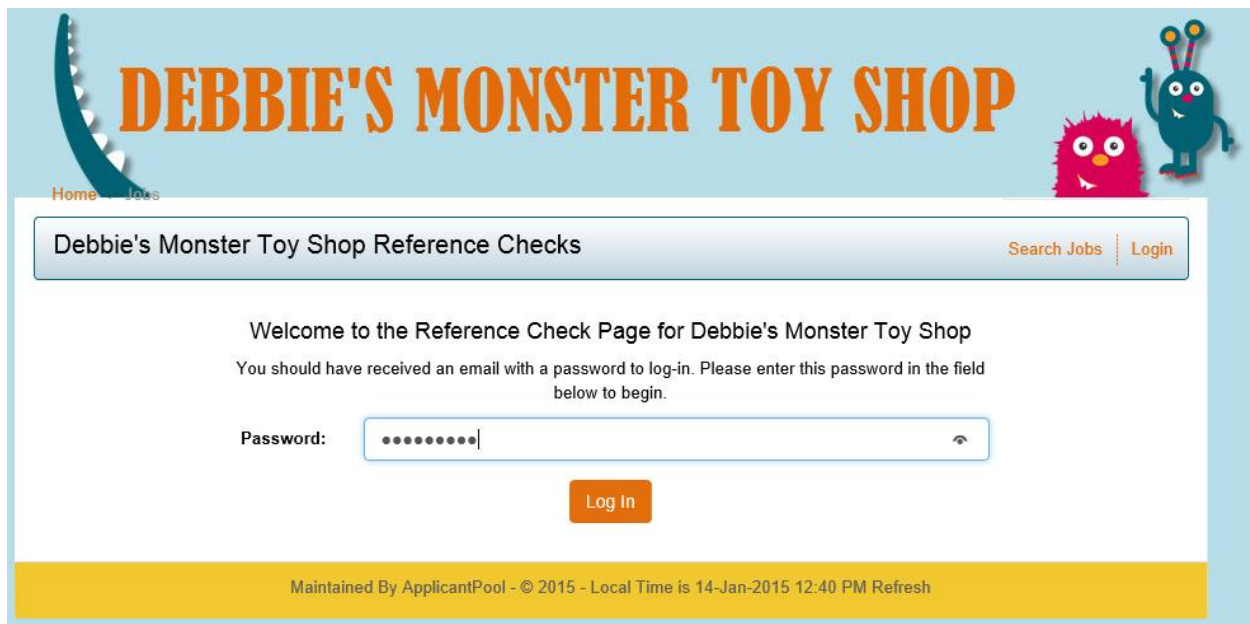
Reference Verification

Requested Date: 01/14/2015
Completed Date: **Not completed**
Type of Verification: By E-mail
Re-send Email
Phone Verification

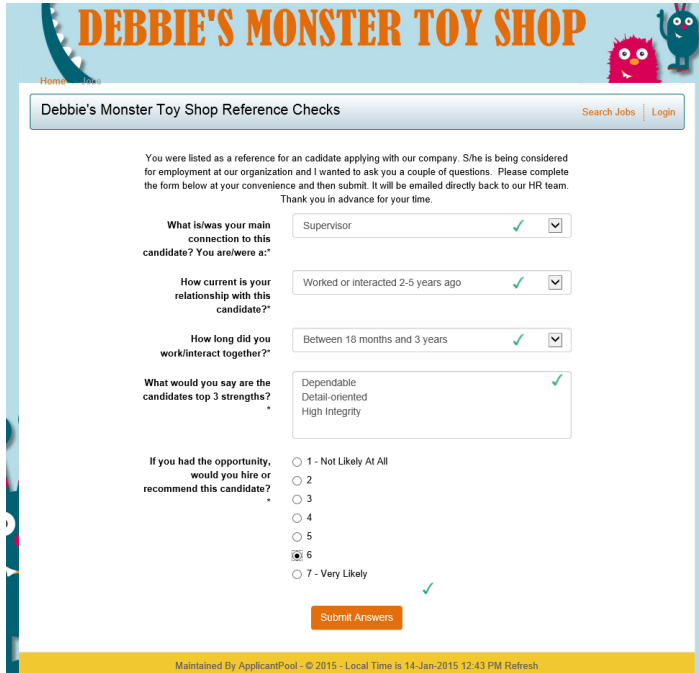
The reference will receive an email as follows.



Note that the reference questionnaire is password protected, refers to the candidate by name and takes them directly in to the ApplicantPool software. Once the link is selected they are taken to the login page:



Once logged in, they can complete the questionnaire form.



Debbie's Monster Toy Shop Reference Checks

You were listed as a reference for an candidate applying with our company. S/he is being considered for employment at our organization and I wanted to ask you a couple of questions. Please complete the form below at your convenience and then submit. It will be emailed directly back to our HR team. Thank you in advance for your time.

What is/was your main connection to this candidate? You are/were a: ✓

How current is your relationship with this candidate? ✓

How long did you work/interact together? ✓

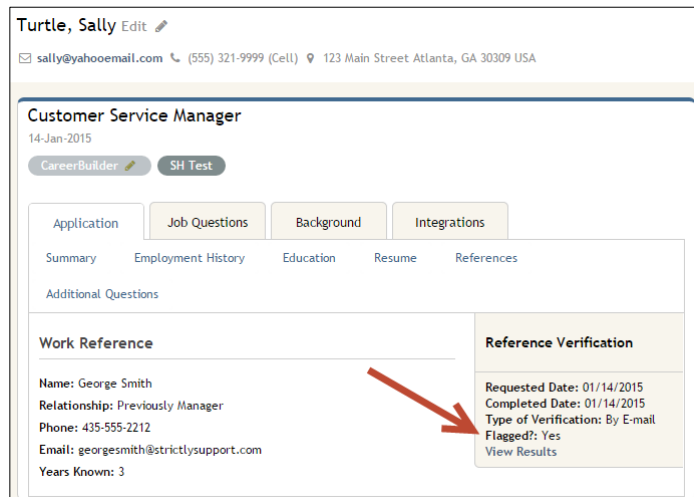
What would you say are the candidates top 3 strengths? ✓

If you had the opportunity, would you hire or recommend this candidate? ☒ 6 - Very Likely ✓

[Submit Answers](#)

Maintained By ApplicantPool - © 2015 - Local Time is 14-Jan-2015 12:43 PM Refresh

Once submitted, in the ApplicantPool admin, you can view the date completed, type of verification completed (email or phone), if any answers were flagged, and view all the answers provided.



Turtle, Sally Edit

sally@yahooemail.com (555) 321-9999 (Cell) 123 Main Street Atlanta, GA 30309 USA

Customer Service Manager

14-Jan-2015

[CareerBuilder](#) [SH Test](#)

[Application](#) [Job Questions](#) [Background](#) [Integrations](#)

[Summary](#) [Employment History](#) [Education](#) [Resume](#) [References](#)

[Additional Questions](#)

Work Reference

Name: George Smith
Relationship: Previously Manager
Phone: 435-555-2212
Email: georgesmith@strictlysupport.com
Years Known: 3

Reference Verification

Requested Date: 01/14/2015
Completed Date: 01/14/2015
Type of Verification: By E-mail
Flagged: Yes
[View Results](#)

Viewing the results will provide you with the question, the corresponding answer and what question was flagged (what answer will be “flagged” is determined when creating the questionnaire, much like marking a disqualifier on a job screening question).

Reference Verification Results for George Smith

Reference email verification requested by: Debbie Gisle (Client Services)

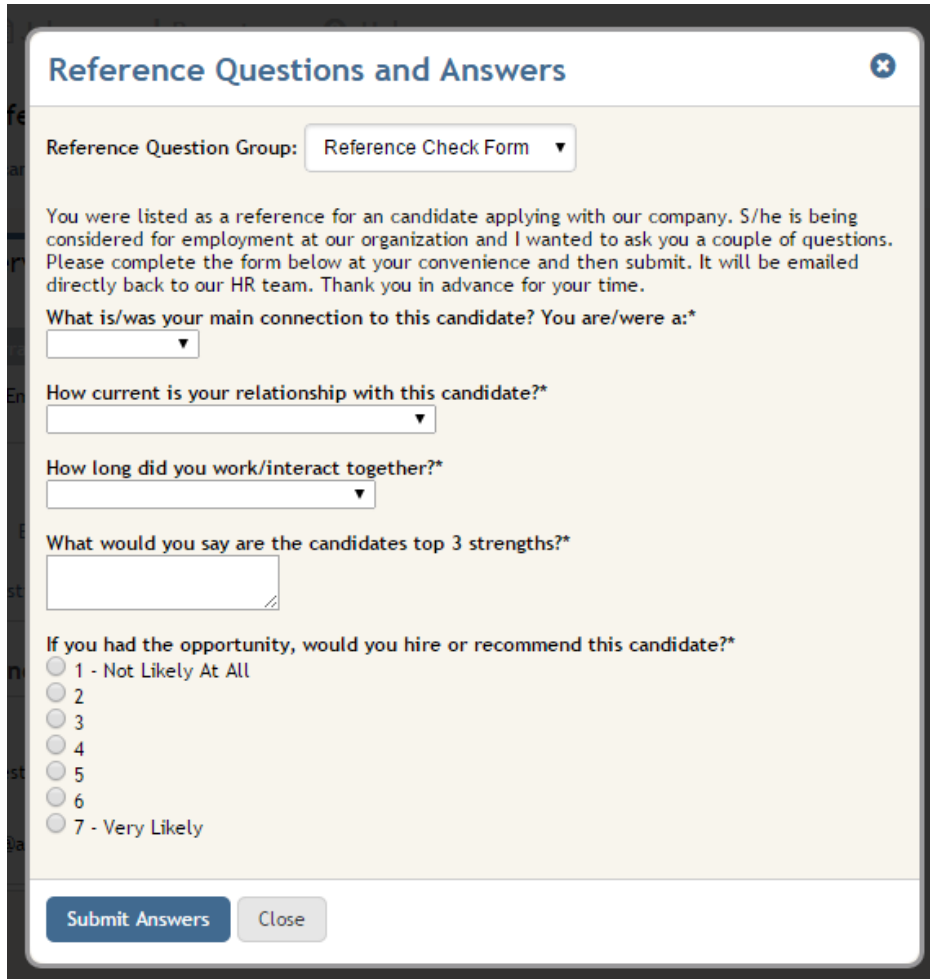
IP address of reference: 50.21.205.110

Question	Answer	Flagged?
What is/was your main connection to this candidate? You are/were a:	Supervisor	
How current is your relationship with this candidate?	Worked or interacted 2-5 years ago	X
How long did you work/interact together?	Between 18 months and 3 years	
What would you say are the candidates top 3 strengths?	Dependable Detail-oriented High Integrity	
If you had the opportunity, would you hire or recommend this candidate?	6	

Close

REFERENCE CHECK BY PHONE

By selecting the “Phone Verification”, the reference questionnaire will appear on the screen allowing the manager or admin completing the reference check to fill in the answers as given by the reference over the phone.



Reference Questions and Answers

Reference Question Group: Reference Check Form ▼

You were listed as a reference for an candidate applying with our company. S/he is being considered for employment at our organization and I wanted to ask you a couple of questions. Please complete the form below at your convenience and then submit. It will be emailed directly back to our HR team. Thank you in advance for your time.

What is/was your main connection to this candidate? You are/were a:*

▼

How current is your relationship with this candidate?*

▼

How long did you work/interact together?*

▼

What would you say are the candidates top 3 strengths?*

If you had the opportunity, would you hire or recommend this candidate?*

☐ 1 - Not Likely At All

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7 - Very Likely

Submit Answers Close