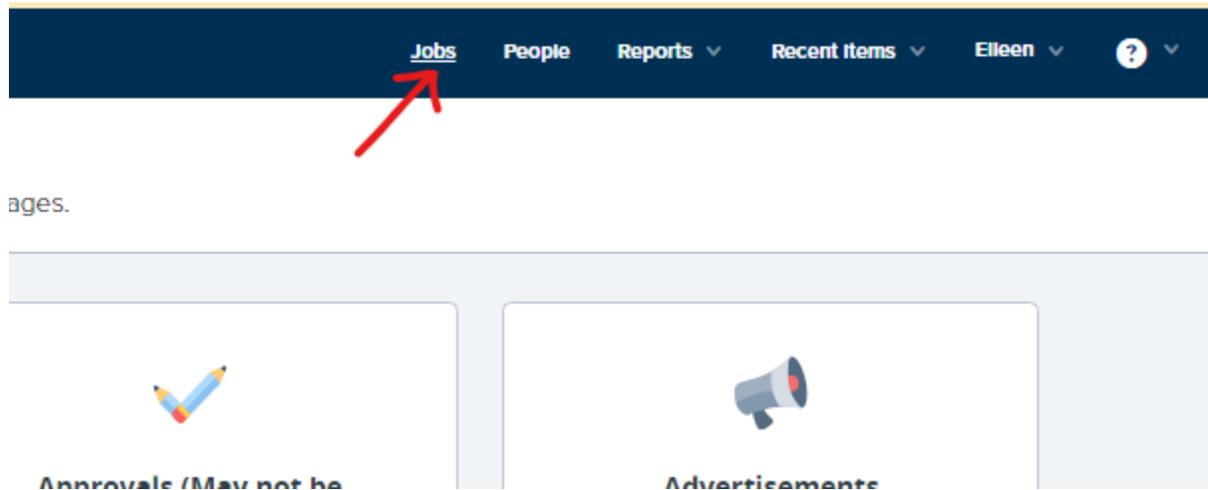


Reference Checks

The Department Chair (or ASC) will move the applicant to the “Reference Checks Initiated” step. The references that the candidate provided in their application will be automatically contacted by email so that they can complete the webform.

Find the applicant* you want to conduct reference checks for by clicking the word “Jobs” in the blue bar at the top of your screen:

***Note:** The bulk move process can be used to conduct reference checks if you are doing this for multiple applicants at the same time.



On this page, you can click on the blue number appearing below “Applications,” or the little blue person icon at the far right:

The screenshot shows a recruitment system interface with a table of job listings. The table has columns for Job No., Date created, User, Title, Campus, Department, Status, Applications, Site, Opening date, Closing date, Hiring manager, and Posted. A red arrow points to the number '6' in the 'Applications' column for the first row. Another red arrow points to a person icon at the end of the first row.

Job No.	Date created	User	Title	Campus	Department	Status	Applications	Site	Opening date	Closing date	Hiring manager	Posted
505633	Oct 18, 2021	CP	Lecturer Pool in Department of Environmental Resour	Humboldt	ENGINEERING - D20	Approv	6	Humboldt State Univers	Oct 18, 2021		Stephanie Vick	✓

Now you'll see all applicants for this position, regardless of what status they are in:

PageUp

Jobs People Reports Recent Items Eileen

Select a bulk action

Lecturer Pool in Department of Environmental Resources Engineering (505633)

Search Results

Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref.	Score	Interview guide	Dup	Undisclosed?	Employee	Source	Sub-source	Flags	
<input type="checkbox"/>		Incomplet	176824	Anne	Anne	Wasson		501-562-7		xyz@yahoo.com	United St	Californ	Eure					False					
<input type="checkbox"/>	Jan 13, 2022	New Appli	177231	Bob	Bobby	Beck		(555) 555- 512-497		Ghost@yahoo.com	United St	Californ	Long		0			False		Other	EmpRef		
<input type="checkbox"/>	Nov 16, 2021	Backgrou	177088	Bob	Ken	Thrift		70782661		kt7001@humboldt.edu	United St	Californ	Arcai		0			False		CBR	CBR		
<input type="checkbox"/>		Incomplet	176825	Melissa	Melissa	Jones		(555) 555-		mz33@gmail.com	United St	CA	Long					False					
<input type="checkbox"/>	Oct 26, 2021	New Appli	176878		Test	Vick				TestUserVick+test@humboldt.e	United St	Californ						False		Internet Alumni			
<input type="checkbox"/>		Incomplet	176823	Test	Testing	CHRS		(555) 555- (555)22;		ael22@humboldt.edu	United St	Californ	Long					False					

Page 1 of 1

Records 1 to 6 of 6

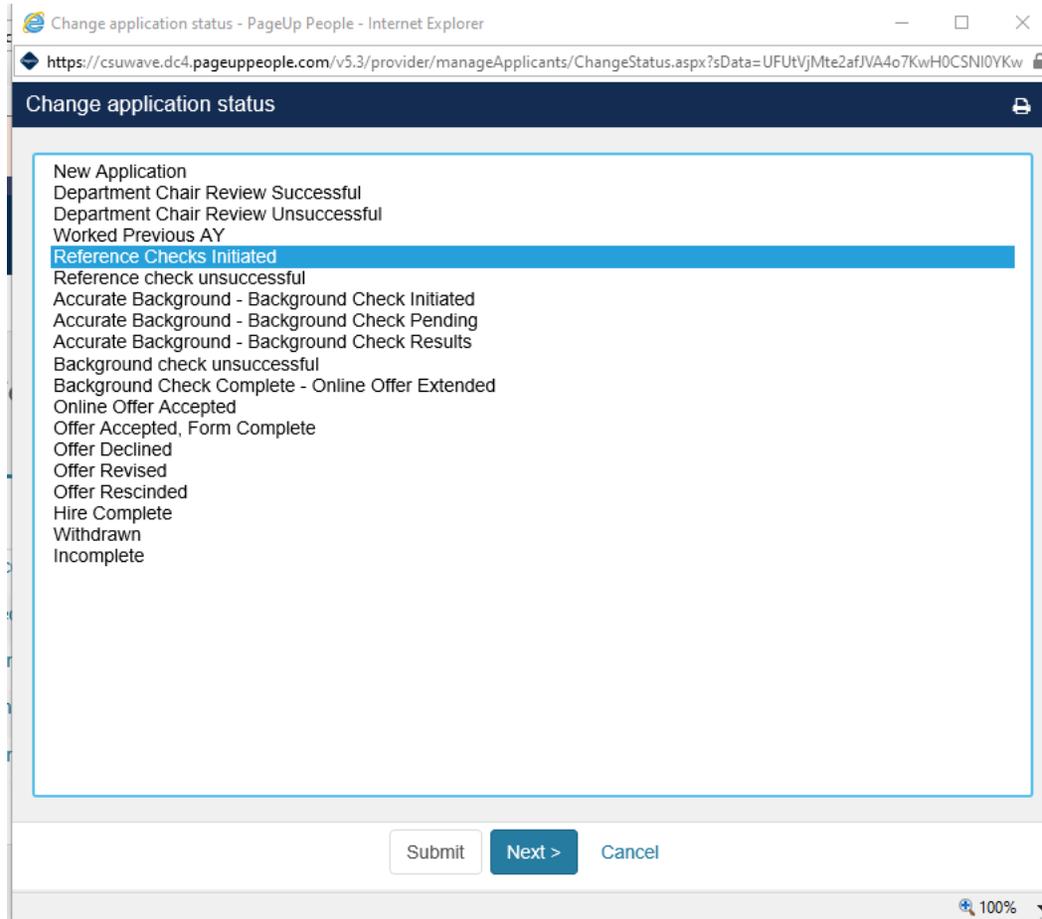
Click the name of the person you want to conduct reference checks for, and the applicant card will open.

Click the blue link (shown here as “New Application”) to change the status for this applicant:

The screenshot shows a web browser window with the URL `adminuat.dc4.pageuppeople.com/applicant?sData=UFUtvjMtaQloJTUTyihKtLq3tbP2qJuqpbLNRVAw7g-mMTDGV2L-Mhp35VssoiC_WiWlqS80qyxVL8kOI...`. The page title is "Ken Thrift (Bob) - PageUp - Google Chrome". A blue banner at the top states: "You are viewing this applicant's application for the job LECTURER - AY. Only information related to this application will be shown." Below this, the applicant's name "Ken Thrift (Bob)" is displayed with a green profile icon and a "View profile" link. To the right are a printer icon and an "Actions" dropdown menu. The applicant's contact information is listed: Address (1 Harpst Street, Arcata, California 95521, United States), Phone (+1 7078266119), E-mail (kt7001@humboldt.edu), Applicant No (177088), Employment status (-), and Original source (Campus Recruiter contacted me directly). There is also a toggle for "e-Zines comms hold" set to "No". Below the contact info are tabs for "Applications", "History", "Scheduled emails", and "Resume / CV". The "Applications" tab is active, showing a table with one application entry: "505633 - LECTURER - AY". The table includes columns for "Date submitted" (Nov 16, 2021), "Applied via" (Campus Recruiter contact...), "Status" (Status changed Nov 16, 2021), and "Offer" (No offer). A yellow circle highlights the "New Application" link under the status. There are also "Resume / CV View" and "Form View" links. A "Close" button is at the bottom of the modal.

505633 - LECTURER - AY			
Date submitted Nov 16, 2021	Applied via Campus Recruiter contact...	Status changed Nov 16, 2021 New Application	Offer No offer
Resume / CV View	Form View		

Once the status window opens, select “Reference Checks Initiated.”



A new window opens to confirm the change in status. Here, you can confirm the email to the applicant looks the way you want it to. The system will auto-populate their information from their application materials.

If no changes, click the blue “Move Now” button.

Confirm status change 

E-mail: Applicant: Yes No

From:*

Subject:*

Message: [Merge fields](#)

B *I* U ~~S~~      Formats **A**     *I*  

CAL POLY HUMBOLDT

Dear Rose,

I am excited to progress you to the next stage of the recruitment process for the HM-English Department Temporary Faculty Pool-TEST position with **Cal Poly Humboldt**

In order to do so, I will need to conduct three professional reference checks. The references you listed on your application will be contacted by us soon.

Sincerely,

Lisa Tremain
Search Chair

[Move now](#) [Cancel](#)

View of notification email that applicant receives:

Conducting Reference Checks Inbox x



California State University Careers <TestUserVick-995@mail.pageuppeople.com>
to TestUserVick+RosePool ▾

3:16 PM (0 minutes ago)

CAL POLY HUMBOLDT

Dear Rose,

I am excited to progress you to the next stage of the recruitment process for the HM-English Department Temporary Faculty Pool-TEST position with **Cal Poly Humboldt**

In order to do so, I will need to conduct three professional reference checks. The references you listed on your application will be contacted by us soon.

Sincerely,

Lisa Tremain

Search Chair

Cal Poly Humboldt

Email received by reference:

Reference for Rose Nylund Inbox x ✕ 🖨 📧

 **noreply@calstate.edu** <noreply-995@mail.pageuppeople.com> 3:16 PM (1 minute ago) ☆ ↶ ⋮
to TestUserVick+MacAfeeReference ▾

Hi Casey MacAfee,

Rose Nylund is a candidate for the HM-English Department Temporary Faculty Pool-TEST position at the Humboldt campus of our California State University system and has identified you as a reference. Please provide your reference as soon as possible so that we may give the candidate due consideration for this role.

Click the following link for specific instructions and to provide the reference:

https://admin_dc4.pageuppeople.com/gateway/Default.aspx?sData=UFUtiVjMt0E4I9h_to9-hyEYG4Z4eXL_s4SCU7UhTGJmcMuFqNoksUu4cuMbprb1AjTHtKP2pu1N2JDxqfJJaSUMN7JWwnUa5Uf9IIIIPmQmww7MRJmD6RfuSzYMcavmOgZqdYq096Eab0sS5HWNpIH6Z-XYlwxsf1oO7KwM1YXvkdb9w6EU%7e

Please be advised that the link above will expire on 15 May 2021.

If prompted, please enter the following information:

Pin: 324

Password: qqzbfITiWm

You may refer any questions about this reference check to our team. Note that we may also follow up with you regarding any questions we might have about the information you've provided. Thank you for taking the time to complete this document thoroughly and completely.

Sincerely,

Lisa Tremain

Humboldt

30LTidt142@hsu.humboldt.edu

After clicking the link contained in the email, the reference is taken to this page:

Reference check

You are providing a reference for **Rose Nylund** for the position **HM-English Department Temporary Faculty Pool-TEST**.

Please fill in all mandatory fields marked with an asterisk (*).

Faculty Pool Online Reference Check Form

Thank you for taking the time to provide a reference check for this applicant. They are applying for a temporary faculty position at Humboldt State University. Please contact Academic Personnel Services (aps@humboldt.edu) if you have any questions.

How long have you known the applicant?:*

Select

Relationship to applicant:*

Select

Applicant's Position (Job Title) at Your Organization:*

How does this person interact with students? With peers?:*

Can you please describe the applicant's most outstanding quality as a teacher?:*

Please describe how the applicant has incorporated concepts of diversity, multiculturalism, inclusion, and or equity into their course content and pedagogy.:

As an instructor, how does the applicant create a classroom culture that intentionally welcomes and supports students from different racial/ethnic and socio-economic backgrounds?:*

Would you re-employ the applicant?:*

- Yes
 No
 N/A

Would you recommend the applicant for this role?:*

- Yes
 No
 N/A

Submit

1. How long have you known the applicant? (drop down menu offers range of answers)
2. Relationship to applicant: (drop down menu offers relationship types e.g. supervisor, professional, personal, etc.)
3. Applicant's Position (Job Title) at Your Organization:
4. How does this person interact with students? With peers?
5. Can you please describe the applicant's most outstanding quality as a teacher?
6. Please describe how the applicant has incorporated concepts of diversity, multiculturalism, inclusion, and/or equity into their course content and pedagogy.
7. As an instructor, how does the applicant create a classroom culture that intentionally welcomes and supports students from different racial/ethnic and socio-economic backgrounds?
8. Would you re-employ the applicant? (fill in yes, no, or n/a)
9. Would you recommend the applicant for this role? (fill in yes, no, or n/a)

Once the references have been completed, the Department Chair can access them via the applicant card.

English Department Temporary Faculty Pool-TEST

Applied via Careers website

Status changed May 5, 2021
Reference Checks Initiated

Form View

- Communicate
- Compile and send
- New booking to an existing event
- New booking to a new event
- New form
- View references**

A new window opens, where you can view each reference's responses.

Job: HM-English Department Temporary Faculty Pool-TEST (496680)

Status:

First name	Last name	Type of reference	Status	Expiry	Score	Organization	Position Title	Phone Number	E-mail	Length of Tenure	
Harry	Weston	Employer*	Completed	May 15, 2021			Physician	888-888-8888	TestUserVick+WestonReference@humboldt.edu		View answers Edit Control Archive
Casey	MacAfee	Manager/Supervisor	Completed	May 15, 2021		Miami General Hospital	Hospital Administrator	777-777-7777	TestUserVick+MacAfeeReference@humboldt.edu		View answers Edit Control Archive
Charley	Dietz	Mentor/Advisor	Completed	May 15, 2021		Unemployed	N/A	444-444-4444	TestUserVick+DietzReference@humboldt.edu		View answers Edit Control Archive

Page 1 of 1 Jump to page

Records 1 to 3 of 3

Now that I'm satisfied with the reference checks, I can make a verbal offer. The verbal offer happens outside the system between the department chair and the candidate, after confirming salary placement with the college office.