<u>Reference Checks</u>

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.

2
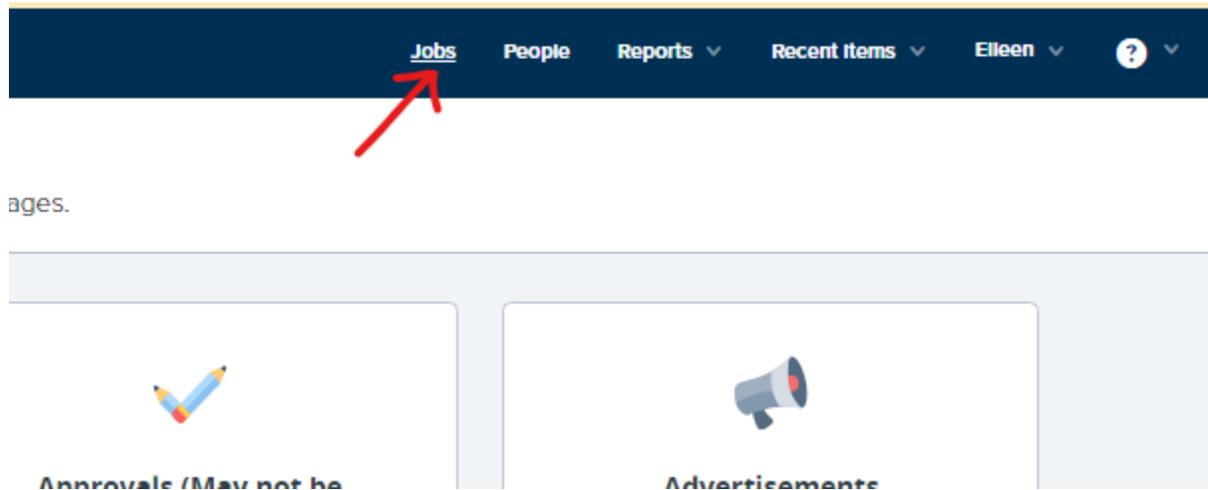
On this page, you can click on the blue number appearing below "Applications," or the little blue person icon at the far right:

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

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

4

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

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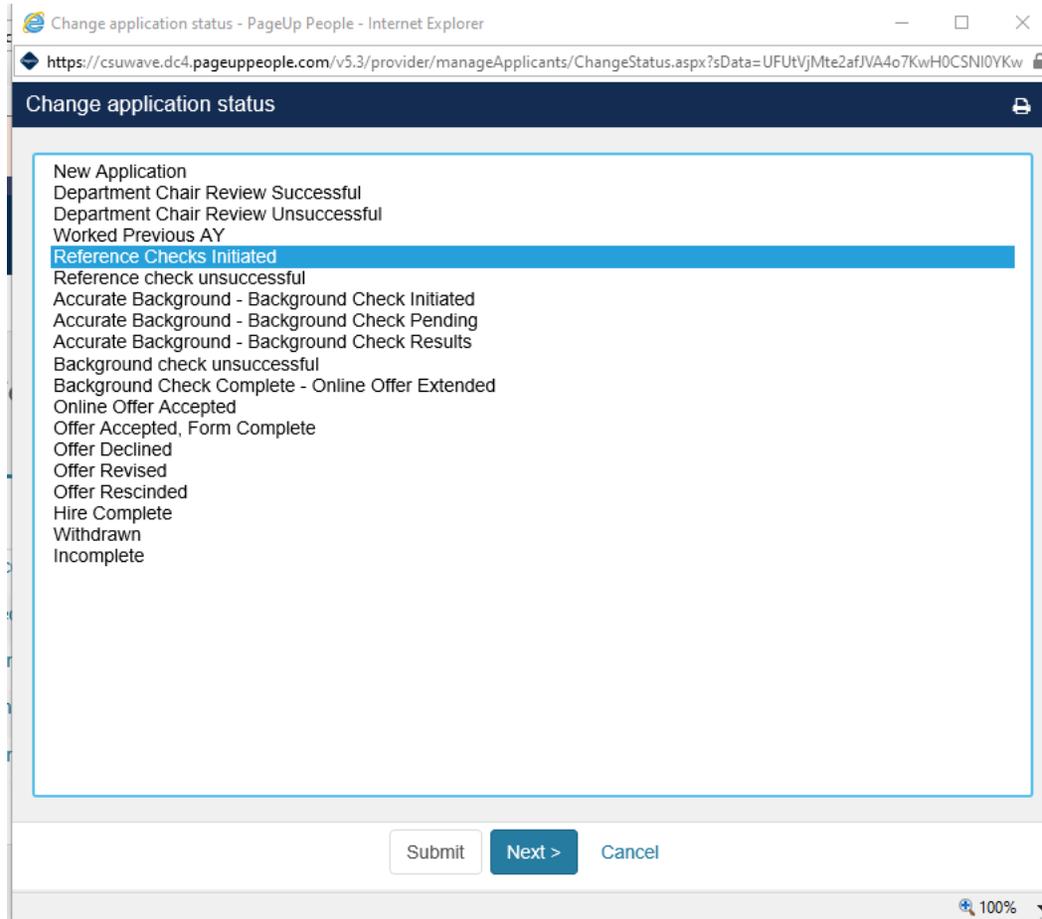
A new window opens to confirm the change in status. Here, you can confirm the email to the applicant looks the way you want it to. The system will auto-populate their information from their application materials.

If no changes, click the blue "Move Now" button.

7

View of notification email that applicant receives:

Conducting Reference Checks Inbox x

California State University Careers <TestUserVick-995@mail.pageuppeople.com>   3:16 PM (0 minutes ago)
to TestUserVick+RosePool ▾

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 ×

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=UFUtVjMt0E4I9h_to9-hyEYG4Z4eXL_s4SCU7UhTGJmcMuFqNoksUu4cuMbprb1AjTHtKP2pu1N2JDxqfJJaSUMN7JWwnUa5Uf9IlIPmQmww7MRJmD6RfuSzYMcavmOgZqdYq096Eab0sS5HWNpIH6Z-XYlwxsfl1oO7KwM1YXvkdb9w6EU%7e

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

If prompted, please enter the following information:

Pin: 324

Password: qqzbflTtWm

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

30LTldt142@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.

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

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.