

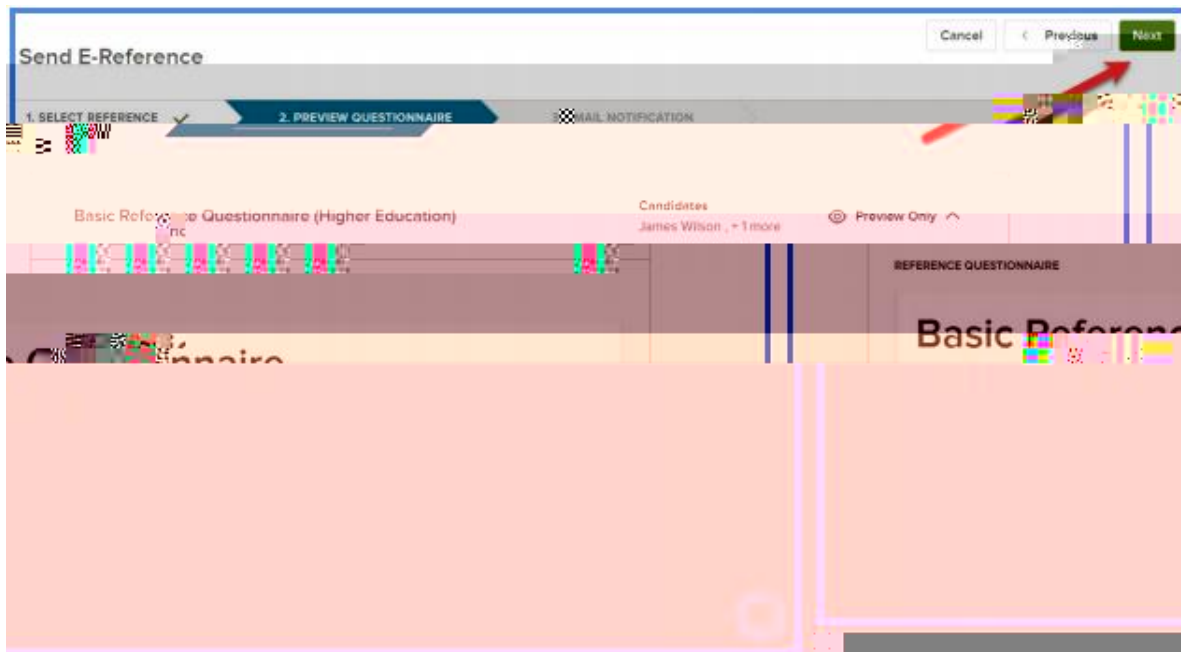


# NEOED APPLICANT TRACKING SYSTEM E-REFERENCE GUIDE FOR HIRING MANAGERS

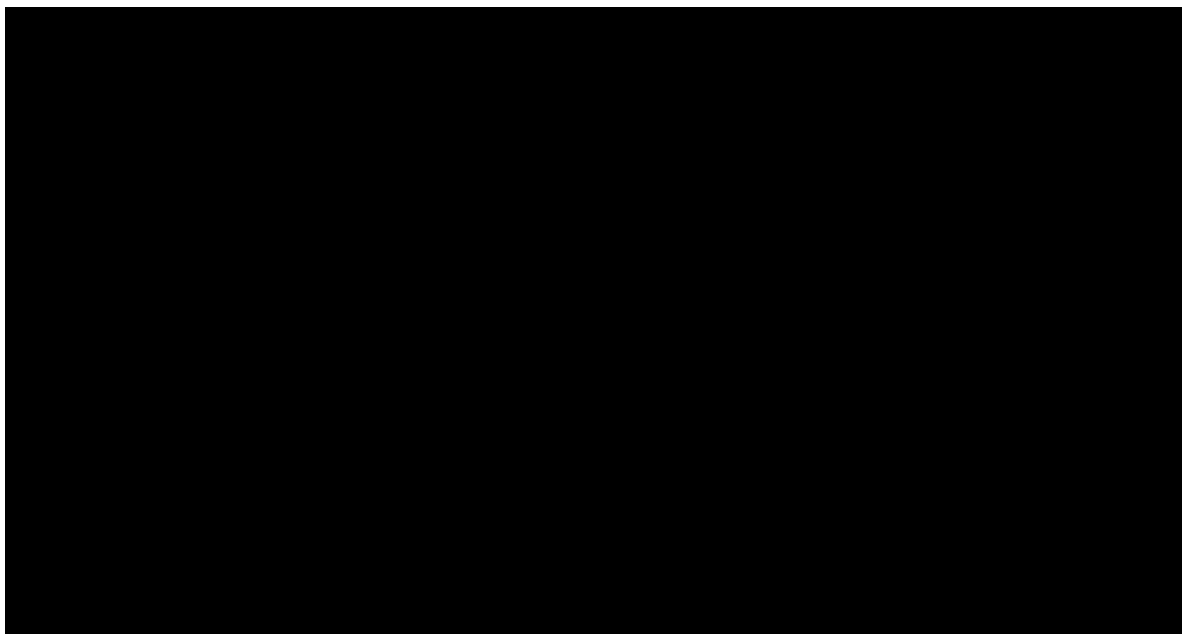
*This guide provides steps on how to check references on candidates  
in order to help make better decisions in the hiring process.*



In the second step you will preview the E-Reference Questionnaire associated with the job posting the selected candidate(s) were referred from.



In the third step, you will be able to preview, edit, and then send the E-Reference email notice to the candidate's references that includes the URL to complete the questionnaire. There isn't an E-Reference reminder notification function, so if you want to send a reminder notice to a candidate's references who haven't completed the questionnaire, just repeat these steps.



## Reviewing E-References

To review an E-Reference, you will click on the E-Reference sent for the candidate. You will be able to see how many have responded to reW\* nBT71 11.0 Tf1 0 37.4 8