Did you know?

**Reference Checks** are an important part of the hiring process.

Reference Checks can:
- Verify information provided by the candidate
- Offer additional insight on a candidate’s skills, knowledge, abilities, and work history
- Assess a candidate’s potential for success

Once the candidate is in **“Reference Check”** status, references can be completed in one of two ways:

1. **Hiring Manager/Search Committee contact references:**
   - Ensure candidate has provided contact information for minimum of three professional references (name, phone number, email, working relationship to candidate)
   - Contact references and document conversation.
   - The search chair or HCS Liaison will then upload documentation to PageUp

OR

2. **Request Automated Reference Checking in PageUp:**
   - Moving to reference check status will auto-send electronic reference checks for faculty but not for unclassified or USS recruitments.
   - Contact your **Talent Solutions Strategic Partner** to send electronic reference checks in for unclassified or USS recruitments.
   - View reference check responses from applicant profile.

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**New PageUp Guide** has been posted:
- **Managing Offers**

To access this guide visit:
[www.k-state.edu/hcs/tools/managers/recruitment/ats/](http://www.k-state.edu/hcs/tools/managers/recruitment/ats/)

Stay tuned for more to come!

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**Hiring Highlight: Tips and Trends in Hiring**

**21%**

Do your due diligence! Hiring managers say they remove 21% of job candidates from consideration after speaking to their professional contacts (SkillSurvey).

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