

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:

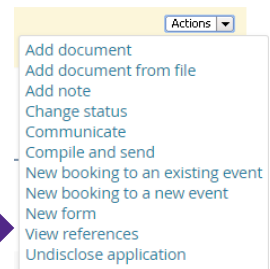
1. **Hiring Manager/Search Committee contact references:**

- 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. 



NEW!

New PageUp Guide has been posted:

- **Managing Offers**

To access this guide visit:

www.k-state.edu/hcs/tools/managers/recruitment/ats/

Stay tuned for more to come!

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).

Let's Get Social! Follow us on Facebook and Twitter
@KStateCareers