TALENT LINK

How to Use the Reference Check Tool

This job aid provides guidance on using the Reference Check tool within TalentLink.

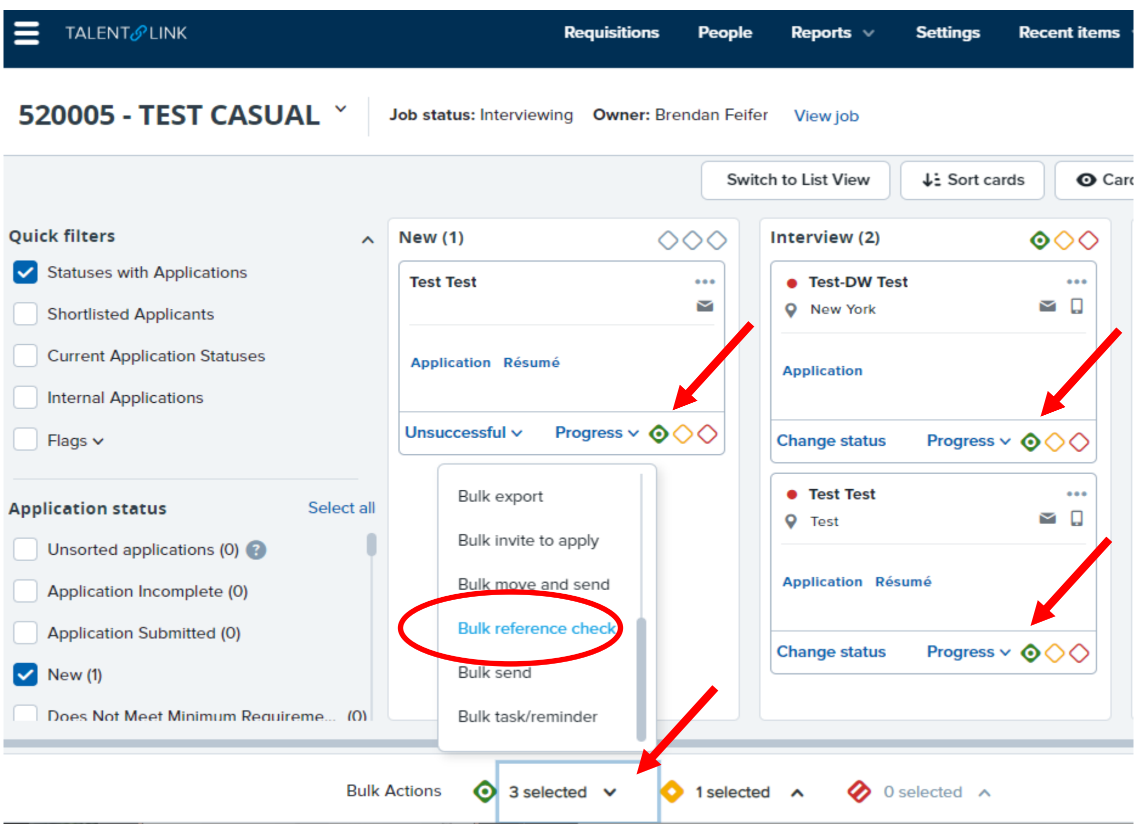
The TalentLink Reference Check tool is enabled through the recruitment process. We have created forms with specific questions for various roles that you can deploy to a candidate's references concurrent with other steps of the recruitment process. While this is an optional tool, it is highly recommended, as we are mandated to have completed reference checks for all finalists.

- You can check references for your finalist concurrently with the Education and Employment Verification.
- You can also request references for multiple candidates simultaneously.

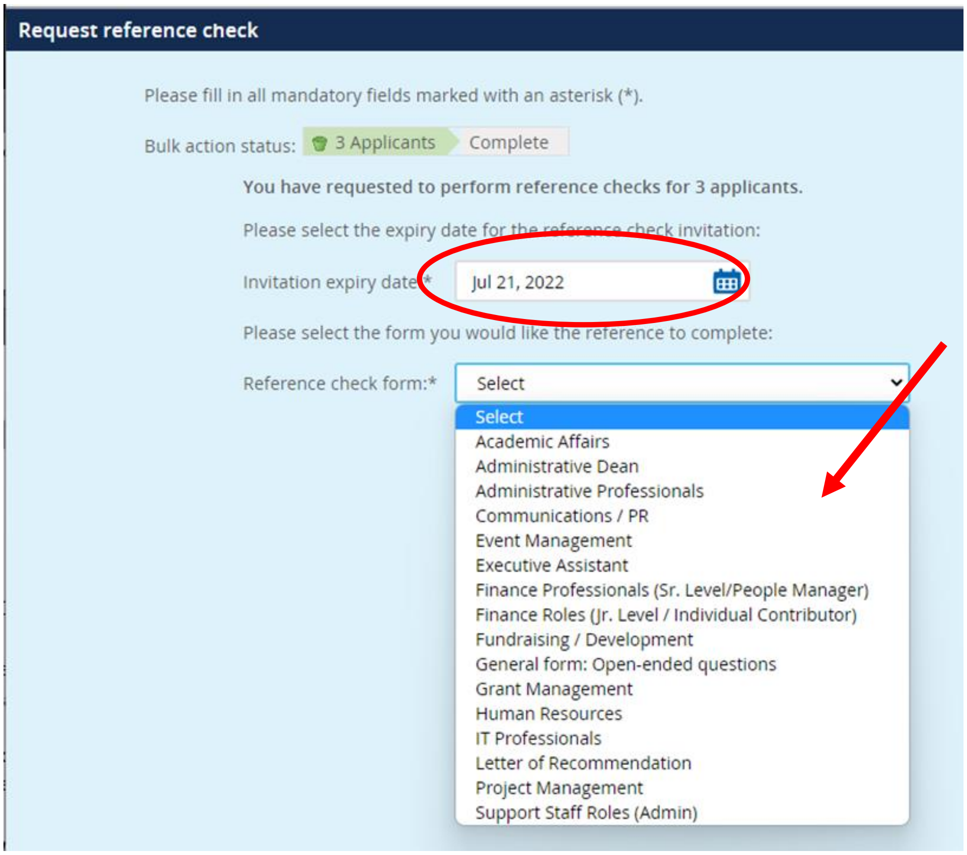
<u>All references must be completed and reviewed before extending a verbal or written offer of employment</u>

Initiating reference checks for one applicant

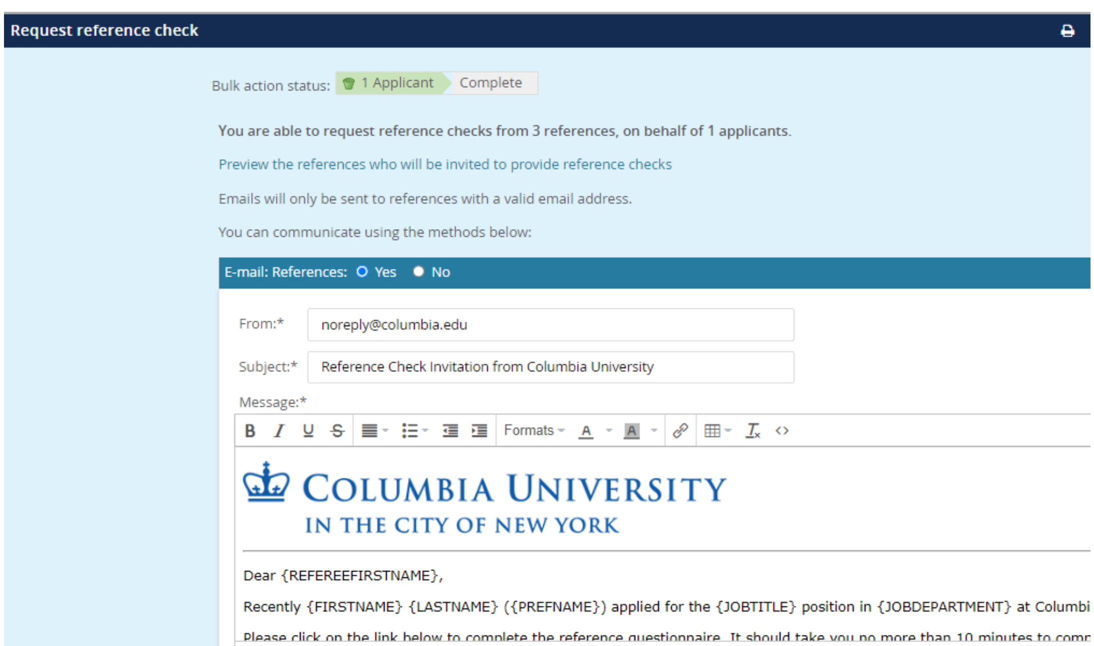
1. Log in to my.columbia.edu; under the HR Manager Resources tab, select "TalentLink.
2. From your dashboard, select the requisition.
3. Click on the applicant process board to view all applicant tiles.
4. You can initiate a reference check for one or multiple applicants.
5. Select the green button on one, or more applicant cards.
6. In the Bulk actions bar at the bottom of the page, select "Bulk Reference Check".



7. Enter the due date you expect the references to be complete by.
8. Select the appropriate reference form.



9. The reference template will be generated.



10. Click ***Finish***. The email will be sent to the references listed in the candidate's application.

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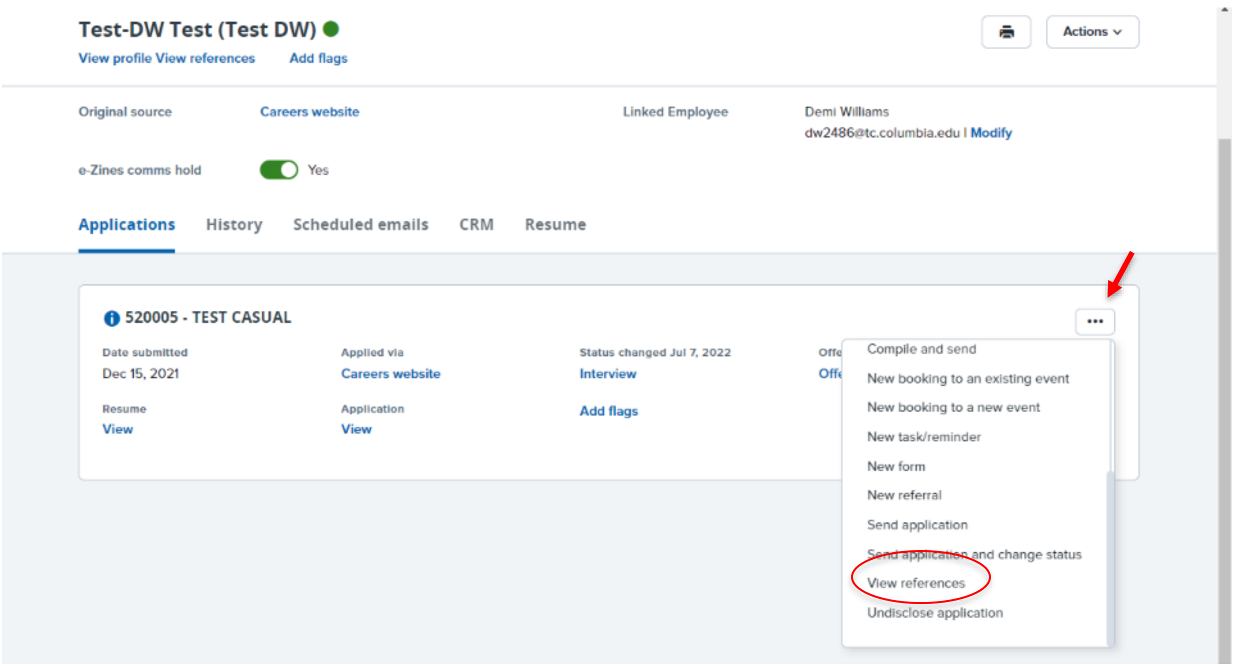
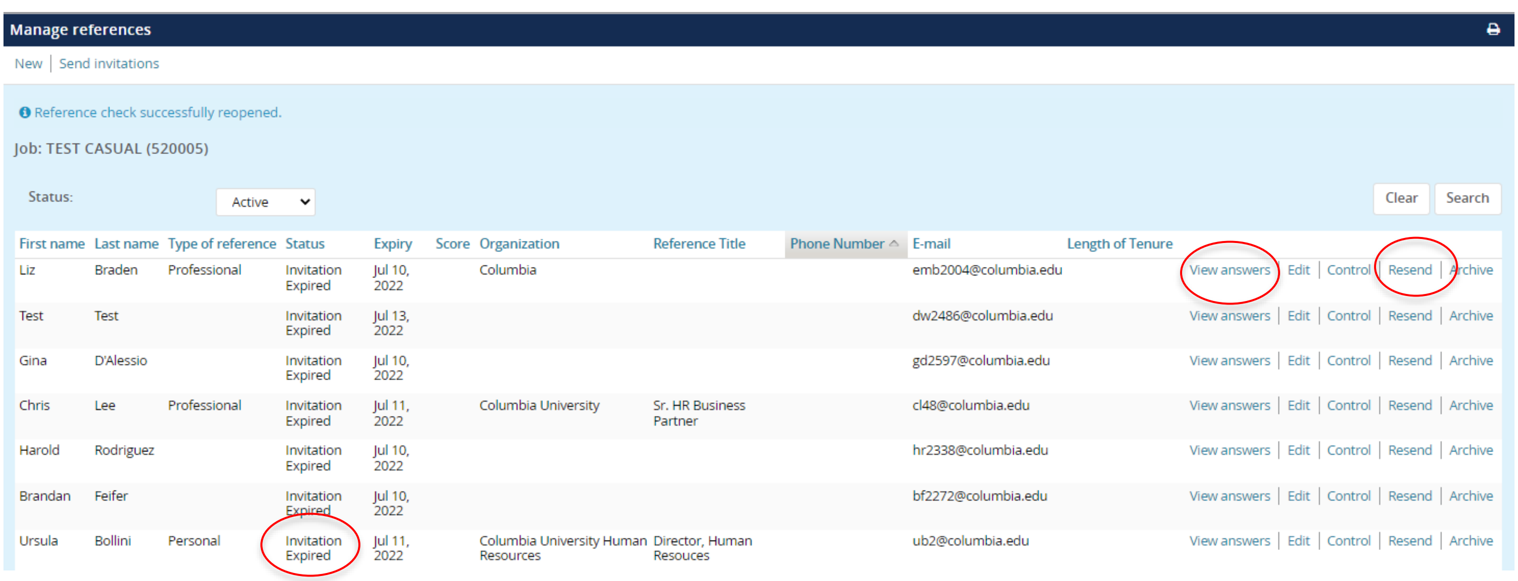
Viewing the status of requested references

11. Navigate to the applicant card, and click on the ellipsis (…) to the right of the requisition details.
12. Scroll down, and click on “View References”.



13. From the Manage References dashboard you can view, resend and check the status of the references.
    a. The status and expiration date of the link is under “Status” and “Expiry” respectively.
    b. To resend an invitation, click on “Resend”
    c. To view the responses, click on “View Answers”



Manage references

New | Send invitations

Reference check successfully reopened.

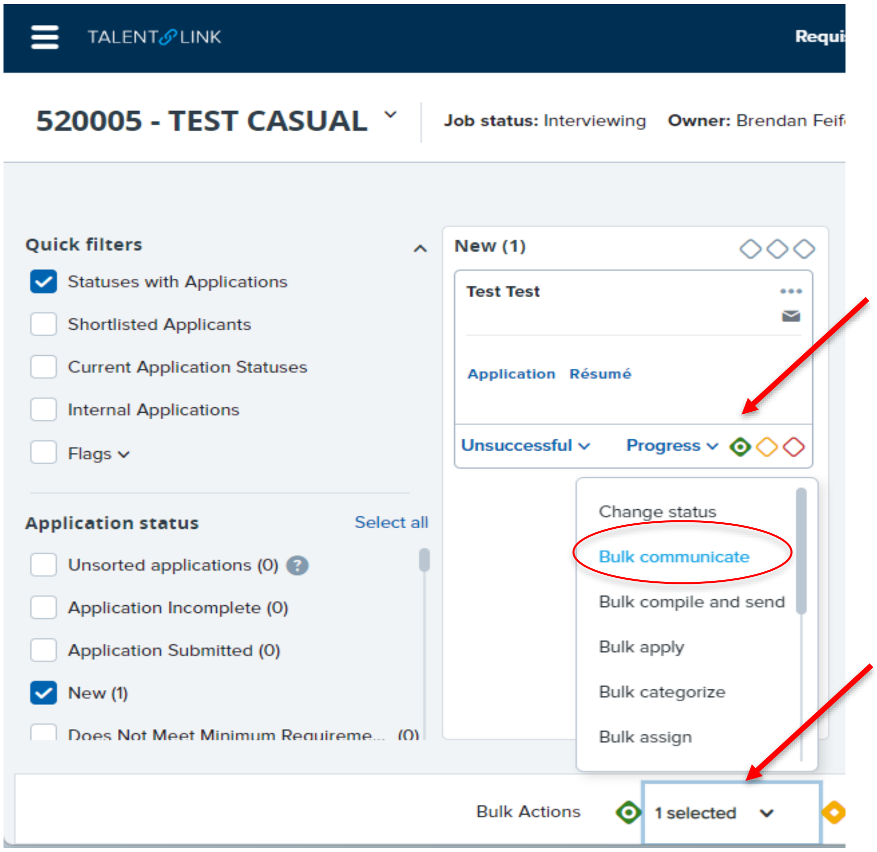
Job: TEST CASUAL (520005)

Status: Active — Clear — Search

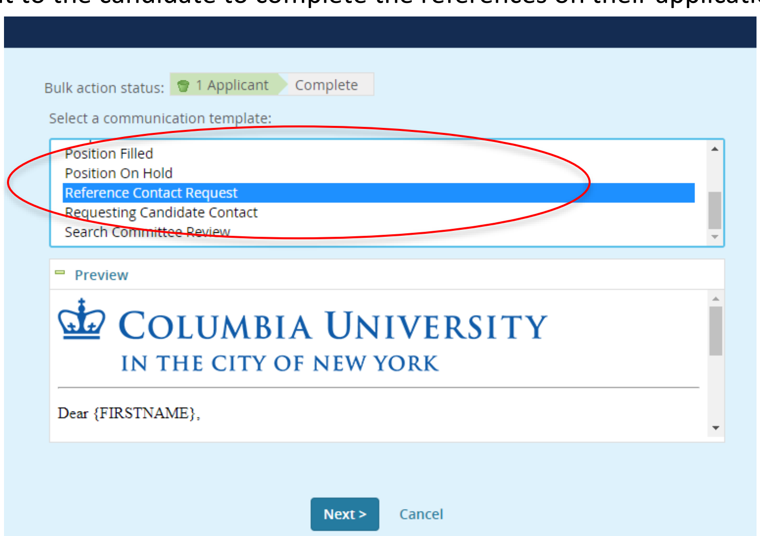
First name	Last name	Type of reference	Status	Expiry	Score	Organization	Reference Title	Phone Number	E-mail	Length of Tenure	
Liz	Braden	Professional	Invitation Expired	Jul 10, 2022		Columbia			emb2004@columbia.edu		View answers | Edit | Control | Resend | Archive
Test	Test		Invitation Expired	Jul 13, 2022					dw2486@columbia.edu		View answers | Edit | Control | Resend | Archive
Gina	D'Alessio		Invitation Expired	Jul 10, 2022					gd2597@columbia.edu		View answers | Edit | Control | Resend | Archive
Chris	Lee	Professional	Invitation Expired	Jul 11, 2022		Columbia University	Sr. HR Business Partner		cl48@columbia.edu		View answers | Edit | Control | Resend | Archive
Harold	Rodriguez		Invitation Expired	Jul 10, 2022					hr2338@columbia.edu		View answers | Edit | Control | Resend | Archive
Brandan	Feifer		Invitation Expired	Jul 10, 2022					bf2272@columbia.edu		View answers | Edit | Control | Resend | Archive
Ursula	Bollini	Personal	Invitation Expired	Jul 11, 2022		Columbia University Human Resources	Director, Human Resouces		ub2@columbia.edu		View answers | Edit | Control | Resend | Archive

Send applicants a request to submit the contact information of their professional references.

14. You can confirm that an applicant has entered the contact information of their references by reviewing their application. If they are incomplete, you can send a request directly from Talentlink.
15. Select the green button on one, or more applicant cards.
16. In the Bulk actions bar at the bottom of the page, select “Bulk Communicate”.

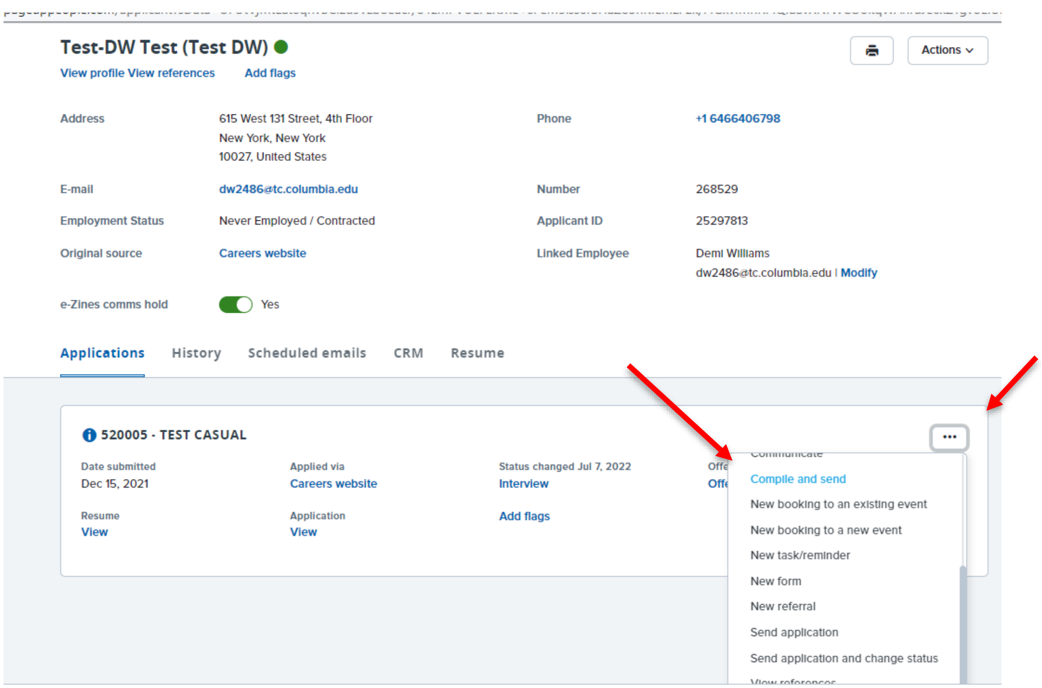


17. Select “Reference Check Request”, and click next.
18. A request will be sent to the candidate to complete the references on their application form.

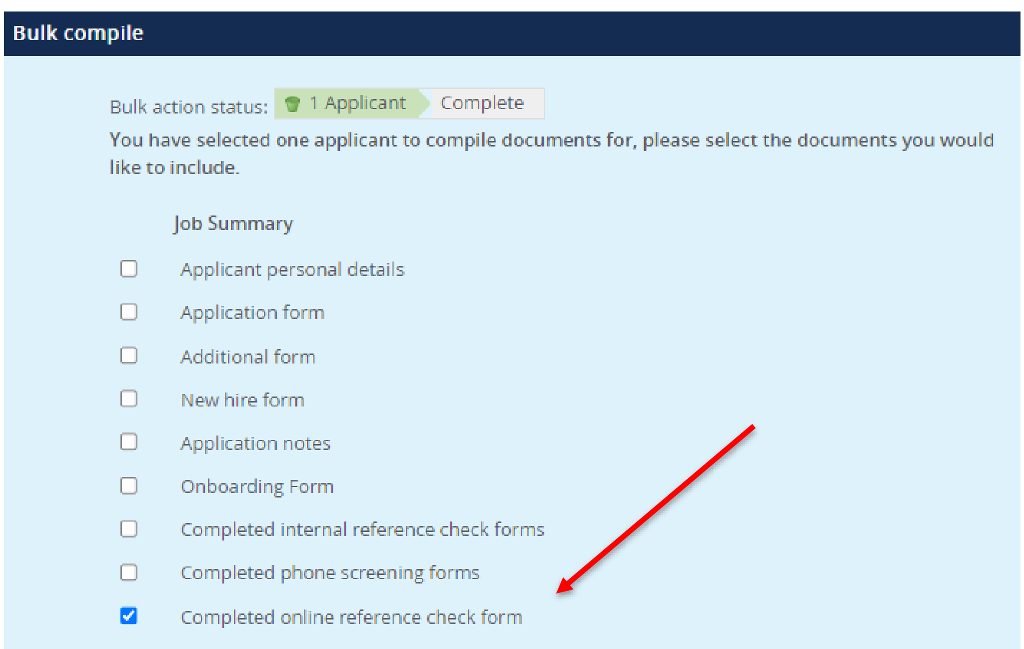


19. You can export and save the completed reference forms and share them with members of the hiring committee.

20. Navigate to the applicant card, and click on the ellipsis (…) to the right of the requisition details.
21. Scroll down, and click on “Compile and Send”.



22. On the bulk action Status menu select “completed online reference check form” and click on “create PDF”.



23. You can either download and save the .pdf, or send them via email.