Quick Guide for Initiating Faculty Reference Checks

The Faculty position type is used for vacant, becoming vacant or new faculty positions. This position type can also be used for part-time instructors, voluntary faculty, and locum tenens.

Checklist for Initiating Reference Checks (if using this functionality for selected applicants only):

☐1. Log into the system and select Search Coordinator role (on the Applicant Tracking side of the system).
☐2. Select “Faculty” category listed under the Posting menu/tab.
☐3. Locate the posting you would like to view and click on the Job Title.
☐4. Click “Applicants” to obtain the list of individuals who have applied.
☐5. Click on the selected applicant’s name to open application/academic profile.
☐6. Click Take Action On Job Application and select “START Reference Request” and then click “Submit”.
☐7. Repeat steps 1-6 for all selected applicants you would like to initiate reference checks.