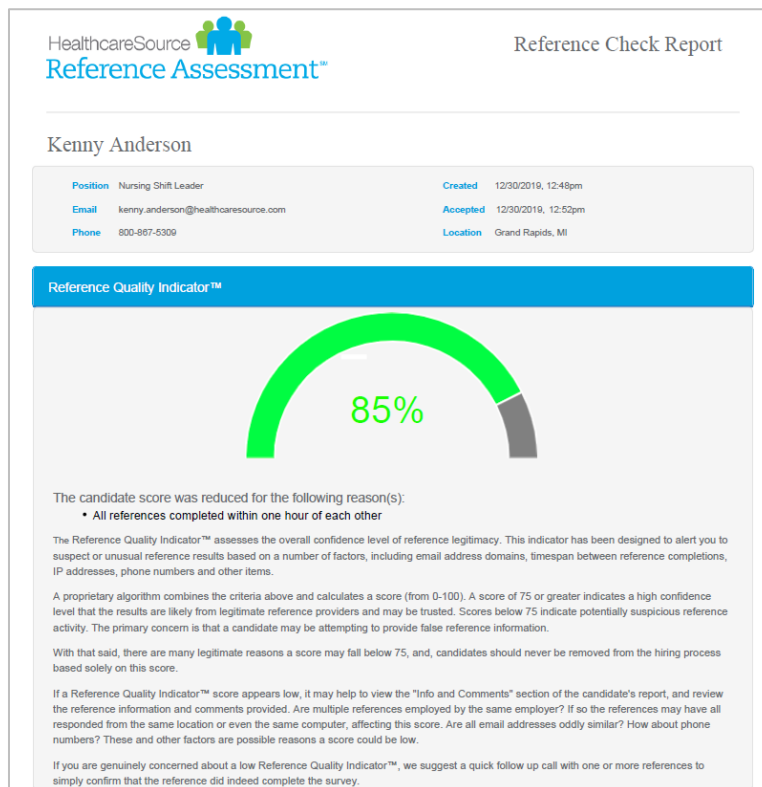## Feature Overview

Reference Check Integration

In your mission to hire and keep the best possible candidates, verifying the legitimacy of references is crucial. To aid you in this effort, symplr Recruiting now includes integrated access to the Reference Check feature, imported directly from your existing symplr Assessments database. This streamlined method to validate the authenticity of references is directly accessible without needing to log in to a separate system.
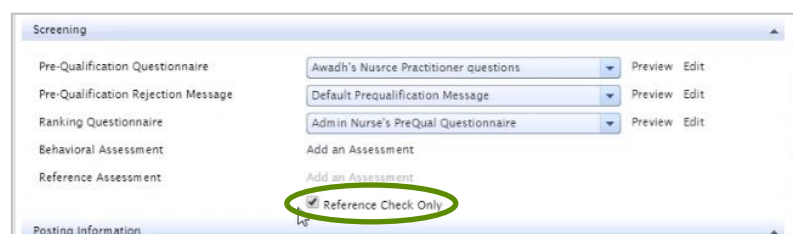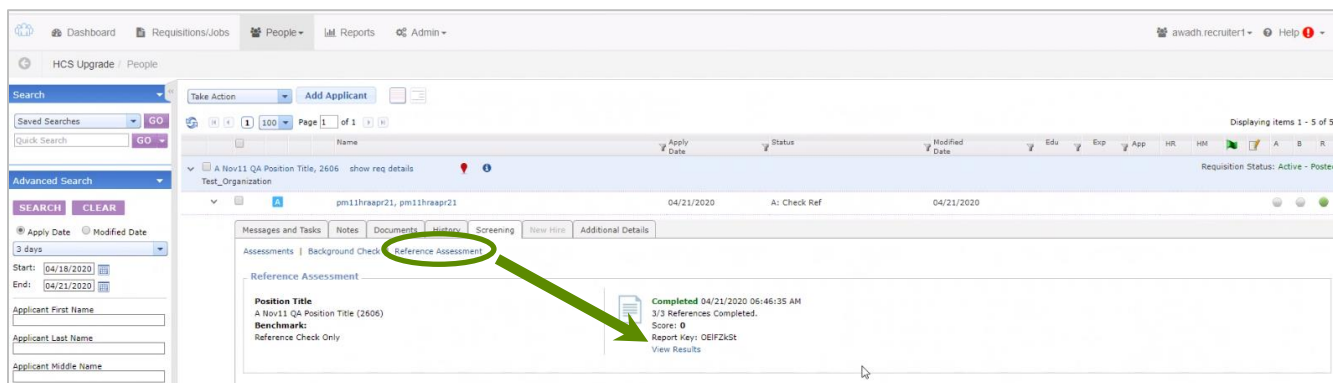

What is it exactly?

To put it simply, Reference Check is a dialed-back version of the Candidate Reference Report. This feature is intended to provide the most essential reference details quickly and efficiently, without the need to sift through as much granular detail as a full reference assessment.

How do I use it?

Setting up reference checks in symplr Recruiting is handled in a few steps. First, a hiring manager posts a new position, selecting the **Reference Check Only** option located in the *Screening* section.

Next, the candidate applies to the position and completes the reference process, using the same process as they would for a standard reference assessment. After the reference information has been given, the reference check is then found under the **Screening** tab of the *Candidate Detail* page. Selecting **View Results** from the *Reference Assessment* section displays the *Reference Check* report.

The Reference Check report gives a deeper look into the given references. It also includes a reference quality score and an explanation of how this score was determined— including any possible red flags. Further reference details, including any answers to custom questions, display later in the report.

By carefully examining these details, managers can gain information about an applicant's previous work experience without having to analyze and dissect the range of data given by the full Candidate Reference report.

While the reference check data is only for review, options at the top of the page still let you add **Notes** for future reference, **Download** a PDF copy of the report, or **Print** the report. Finally, based on the status of an applicant's references, users may also **Disqualify** an application, **Hold** it for review, or mark it as **Complete**.

The Fine Print

Nothing to worry about, just some of the finer details you should be aware of regarding this feature.

- Reference Check is available free of charge for all existing symplr Recruiting users with symplr Assessments.

- This feature needs to be activated by a symplr Support specialist. Give them a call at (866) 323-3030 or email **talentsupport@symplr.com** and they'll be happy to set it up.