


EntireHR

Recruitment Dashboard (References Pending)

REFERENCE PENDING (56) 
ADELAIDE (5)
CANBERRA (1)
COFFS HARBOUR (16)
GEE LONG (1)
GRAFTON (7)
LISMORE (5)
NEWCASTLE (7)
PENRITH (10)
QUEENSLAND (2)
TUGGERAH (2)

Awaiting Reference(s) Check
These applicants are missing at least one reference check and a recruiter has flagged this as mandatory before proceeding. Go to their **Profile > Recruitment > References** to view, contact and update the outstanding reference(s).

BLAKE THOMSON (9)

Previous Functionality

Existing Applicants with References Pending

Existing applicants in References Pending stage prior to Professional X migration will be accessible in a link in the footer called *Old References*.

Here, References can be viewed in the old format and 'Save and Continue' may be selected to transition applicant from pending to complete.

Existing Members with References in Previous Format

Home \ Applications \ Incomplete Applications \ Member Menu \ Recruitment

Recruitment
Help
×

Member Name : **AMANDA GRAMLICK** | Member Qualification : **AIN**

Verification
Interview
Evaluation
References
Appointment

	Add Referee1 Details	Add Referee2 Details	Add Referee3 Details
Referee name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Qualification	<input type="text" value="Select Qualification"/>	<input type="text" value="Select Qualification"/>	<input type="text" value="Select Qualification"/>
Position	<input type="text"/>	<input type="text"/>	<input type="text"/>
Place & Length of time worked with candidate	<input type="text" value="500"/> characters left	<input type="text" value="500"/> characters left	<input type="text" value="500"/> characters left
Contact Email (Exa. abc@xyz.net.au)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Log	<input type="text" value="500 Chars"/> (Max)	<input type="text" value="500 Chars"/> (Max)	<input type="text" value="500 Chars"/> (Max)
Create Follow up	Due Date <input type="text" value="DD-MM-YYYY"/> Due Time <input type="text"/> Create <input checked="" type="checkbox"/> MSG <input type="checkbox"/> Task	Due Date <input type="text" value="DD-MM-YYYY"/> Due Time <input type="text"/> Create <input checked="" type="checkbox"/> MSG <input type="checkbox"/> Task	Due Date <input type="text" value="DD-MM-YYYY"/> Due Time <input type="text"/> Create <input checked="" type="checkbox"/> MSG <input type="checkbox"/> Task
Referee willing to assist with reference	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Reference Not Required	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Reference Not Required	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Reference Not Required
Referee recommendation on employment application	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Similarly, existing members previous references can be viewed under Member Profile>Recruitment>References. EntireHR recommend utilising the new references module following it's release, however the old references functionality will continue to operate if this method is preferred.

New References Functionality

Online References features include:

- tracking of applicant or members references at any stage
- instantaneous notifications to referees once nominated by applicant¹
- customised reference forms based on industry and qualification specific requirements²
- references completion updated in real-time and is visible to applicant and internal staff

¹ If activated in Masters Settings

² If activated in Masters Settings

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- expiry of outdated references
- bulk customisable email reminders

Create Referee

Create Referee Window

* denotes mandatory fields

Name *

Grace

Qualification

Registered Nurse

Position

MANAGER

Organisation Name

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Length of Time Worked

2 Years

Contact Email

Contact Numbers: *

Work

(Any one number is Mandatory)

0404651111

0123654789

Reference Contact Priority

High

WAITING

Created by / on

APL0000903

06/03/2019 14:16

Updated by / on

APL0000903

28/03/2019 16:18

Save Referee Details

Close

Important to Note:

- Minimum number of fields have been flagged as mandatory to reduce possibility that an applicant (or member) will enter inaccurate contact details.

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References Pending

Reference Pending



ACCEPT X INTERVIEW X Go

Search any text from the below listed Details Search on: Search Referee Name from across database Go

3 4 5
Send Feedback Reminder Send Email Send SMS

List of Pending Referee's

	REFeree NAME	APPLICANT/MEMBER NAME	PRIORITY	POSITION	STATUS	CONTACT EMAIL	CONTACT #	LAST ACTIVITY
<input type="checkbox"/>	Applicant Referee 1	CHRISTINE MANEVSKI	High	Construction Positi...	WAITING	ankit@entiresoftware.com	8512051833	28/03/2019 19:35
<input type="checkbox"/>	Applicant Referee 2	CHRISTINE MANEVSKI	High		WAITING	ankit@entiresoftware.com	098653425436767,8512051833,09...	28/03/2019 19:35
<input type="checkbox"/>	Applicant Referee 3	TIMOTHY FOLKES	High	Construction Positi...	WAITING	ankit@entiresoftware.com	098678765455,8512051833	04/03/2019 16:11
<input type="checkbox"/>	Ava Sharpe	EMMA THOMSON	High		WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:38
<input type="checkbox"/>	Barney Stinson	ABHISHEK BACHAN	Medium	MANAGER	WAITING	ankit@entiresoftware.com	8512051833,0123654789	25/04/2019 16:33
<input type="checkbox"/>	Claire Fraser	STEPHEN GEERIN	High	Construction Positi...	WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:34
<input type="checkbox"/>	Felicity Smoak	PHILLIP GIBSON	High	MANAGER	WAITING	rajm@entiresoftware.com	8512051833,0459318081	25/04/2019 16:30
<input type="checkbox"/>	Harry Potter	CHRISTOPHER GALEA	High	Construction Positi...	WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:40
<input type="checkbox"/>	Hermione Granger	CUONG NGO	High	Construction Positi...	WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:41
<input type="checkbox"/>	Jack Daniels	JAROD BAKER	High	Construction Positi...	WAITING	ankit@entiresoftware.com	9643508812,8512051833	25/04/2019 16:35
<input type="checkbox"/>	Jamie Fraser	BEV PARROTT	High	Marketing	WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:33
<input type="checkbox"/>	Joe Root	THOMAS KELLY	Low	MANAGER	WAITING	ankit@entiresoftware.com	0979687576,8512051833	04/03/2019 16:11
<input type="checkbox"/>	John Barbs	TIARA NISCHAL	High	SUPERVISOR	WAITING	ankit@entiresoftware.com	8512051833,0123654789	25/04/2019 16:29
<input type="checkbox"/>	John Diggle	ABHISHEK BACHAN			WAITING	ankit@entiresoftware.com	8512051833,0123654789	25/04/2019 16:32
<input type="checkbox"/>	Karen Walker	THOMAS KELLY	High	Registered Nurse	WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:33
<input type="checkbox"/>	Member Referee 1	CHRIS DAWE	High	Construction Positi...	WAITING	ankit@entiresoftware.com	8512051833	16/02/2019 18:57
<input type="checkbox"/>	Member Referee 1	AMANAKI UNUFE	High	Construction Positi...	WAITING	ankit@entiresoftware.com	099876532324,8512051833	18/02/2019 22:15
<input type="checkbox"/>	Mia Smoak	STEPHEN GEERIN	Medium	Construction Positi...	WAITING	ankit@entiresoftware.com	9643508812,8512051833,9643508...	25/04/2019 16:36
<input type="checkbox"/>	Naresh Singh	DONNA MARIE COLLINS	High	SUPERVISOR	WAITING	ankit@entiresoftware.com	8512051833,9876543210	04/03/2019 16:11

Legend for Recruitment Dashboard - References Pending

1	Referee Name Selecting referee name will show pop-up of referee details for internal staff to alter if required/change to inactive if reference is unsatisfactory
2	Applicant/Member Name Selecting these will show applicant or members complete list of references (visual available on subsequent page)
3	Send Feedback Reminder This will send email with hyperlink to reference form for referee to complete

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4	Send Email customised email may be sent via this option
5	Send SMS Customised SMS may be sent via this option

Create / Edit Referee(s)

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Applicant Name: STEPHEN GEERIN

Applicant Id: APL0000891

Please nominate referee's with whom you have worked or trained with, within the role you are applying.

[Create New Referee](#)
[Notify Applicant to submit new References](#)

Important Instructions:-

Click on underlined words for more details.

[Notify Referee](#) means sending Referee Submission URL again.

[Submit Feedback](#) means Internal Staff can submit Referee Feedback Manually.

[Comments](#) means Internal staff can write their comments per referee.

designed for internal staff to record comments against reference provided - if there are notes entered Comment will show in green

referee may be deleted by applicant, member or internal staff prior to being sent request via email / sms for feedback. Alternatively, once request for feedback has been sent referee may be deactivated

Existing Referee's Details

NO.	REFEREE NAME	PRIORITY	POSITION	CONTACT S...	LAST ACTIVITY LOG	NOTIFY/FEEDBACK	SUBMIT ON BEHALF OF ...	STAFF COMMENTS	DELETE
1	Akshay Kumar	High	Construction Positi...	COMPLETE	22/02/2019 20:17	View Feedback	Regenerate Feedback	Comment	
2	Amitabh	High	Construction Positi...	INACTIVE	08/03/2019 22:13	Notify Referee	Submit Feedback	Comment	
3	Claire Fraser	High	Construction Positi...	WAITING	25/04/2019 16:34	Notify Referee	Submit Feedback	Comment	
4	Mia Smoak	Medium	Construction Positi...	WAITING	25/04/2019 16:36	Notify Referee	Submit Feedback	Comment	
5	Niket		Construction Positi...	COMPLETE	16/02/2019 17:58	View Feedback	Regenerate Feedback	Comment	
6	Rahul Singh			WAITING	04/03/2019 16:11	Notify Referee	Submit Feedback	Comment	
7	Rawat	High	Construction Positi...	COMPLETE	04/02/2019 20:37	View Feedback	Regenerate Feedback	Comment	
8	Referee by Staff	High	Construction Positi...	NEW	04/03/2019 16:11	Notify Referee	Submit Feedback	Comment	✗
9	RBR		Construction Position	NEW	04/03/2019 16:11	Notify Referee	Submit Feedback	Comment	✗
10	U Test		Construction Positi...	WAITING	04/03/2019 16:11	Notify Referee	Submit Feedback	Comment	

Click to complete Referee's Feedback

applicant or member may be marked as completed once minimum number of References are COMPLETE

View of Applicant / Members References Details

Legend for Contact Status of Reference

NEW

Referee has not yet been sent notified by SMS or email of nomination

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WAITING

Referee has been notified by email and/or SMS of request to complete reference

COMPLETE

Reference has been completed by referee or internal staff on behalf of referee

INACTIVE

Referee was made inactive by internal staff due to no response/does not met company requirements for reference