Reference Check Process
Staff and Temp/Casual Job Requisitions

The Reference status/step includes steps for Hiring Manager or Recruiting Coordinator and Hiring Manager only.

This step is optional in Workday. However this does not remove the requirement to contact and document three professional references for your selected candidate using the form found here: https://employees.tamu.edu/media/268131/401referencecheck.pdf

Current and/or former supervisors/managers are the preferred professional level for references. Reference name and contact information is no longer collected on the application in Workday. Reference information can be obtained in any of the following ways:

1. Attached to the online application by the candidate when applying
2. Candidate can bring reference information to the interview
3. An email can be sent to the candidate requesting reference information.

WARNING: Hiring Managers and Recruiting Coordinators DO NOT have authorization to move Candidates using the Workday Recruiting Grid after the candidate’s Initial Review has been completed. Interview tasks will only be done via tasks sent to the Hiring Manager’s and/or Recruiting Coordinator’s Workday Inbox.

1. Recruiting Coordinator and Hiring Manager will receive an Inbox Task for each candidate moved from Interview to Reference Check for each Job Requisition in their organization.
   a. Click on Inbox task: ‘Reference Check Questionnaire’ Reference Check for Job Application: Jonathan Doe – R-001234 Business Coordinator I (R-100000122)
   b. This task must be submitted, but can be submitted empty. The Questionnaire only collects Reference name and contact information and date of contact. WARNING: Failure to submit this task will skip the Review Candidate for Duplicates TO DO.
   NOTE: Review Candidate for Duplicates TO DO is triggered for Recruiting Partner. Recruiting Partner will review for duplicates, internal/external application, verify minimum qualifications and review NEFR list, document and submit task.
   c. Recruiting Coordinator or Hiring Manager complete task: Jonathan Doe (Actions) For: R-001234 Business Coordinator I (R-100000122)
      i. Move Forward to Offer or Decline for appropriate reason