

Overview of Reference Check in iCIMS

This guide demonstrates how to initiate and complete a reference check using both the iCIMS and SkillSurvey platforms. Views of the AU unit, applicant, and reference are included.

Hiring Unit's Steps to Select the Reference Check Survey

- 1 Units will select the Reference Check Survey in the Job Details.

The screenshot displays the iCIMS 'Create Job' interface. The top navigation bar includes the iCIMS logo, a 'Create' dropdown menu, and search, library, and other options. A user profile for 'Person huck' is visible in the top right. The main content area is titled 'Create Job' and features a 'Next' button. The 'GENERAL INFORMATION' section contains the following fields:

- Employment Type: Faculty
- Selection Type: Recruitment
- University: Auburn
- # of Openings: *
- Tenure Type: * Not Eligible
- Contract Type: * Annual Appointment
- Length of Term (In Months)
- Primary Position Number: *

2

In the "Screenings" section, select the desired Reference Check Survey and move the selected item(s) from 'Available' to 'Selected' boxes.

icims Create Search Library Other Person huck

Create Job

Cancel Previous Next

Pending Approval

SCREENING

Reference Check Survey

Available Selected

- Accounts Receivable, v2
- Actuary, v2
- Acupuncturist, v2
- Adjunct Faculty, v2
- Administrative Managers, v3
- Administrative Professionals, v3**
- Administrator
- Administrator, Clinical Services, v2
- Administrator, Non-Clinical Services, v2

Billing Code

Available Selected

- SS Auburn University
- SS Auburn University Montgomery
- 1197-124 Auburn Univ - HR, Non-Faculty
- 1197-129 Auburn Univ - HR Faculty, Graduate S
- 1197-135 Auburn Univ - HR Faculty, College of
- 1197-136 Auburn Univ - HR Faculty, College of
- 1197-137 Auburn Univ - HR Faculty, College of
- 1197-138 Auburn Univ - HR Faculty, College of

Background Check Package

Available Selected

- Internal
- Internal + Education
- Internal + Education + Finance

3

Select the appropriate Billing Code and move the selected item(s) from 'Available' to 'Selected' boxes. The Billing Code for Skill Survey will begin with "SS".
NOTE: The "Billing Code" will not charge your department's FOAP. Rather, it will connect the desired survey with your employment type (Faculty or Non-Faculty) and unit.

SCREENING

Reference Check Survey

Available Selected

- Accounts Receivable, v2
- Actuary, v2
- Acupuncturist, v2
- Adjunct Faculty, v2
- Administrative Managers, v3
- Administrator
- Administrator, Clinical Services, v2
- Administrator, Non-Clinical Services, v2
- Admissions Officer, v2
- Administrative Professionals, v3

Billing Code

Available Selected

- SS (Faculty) College of Nursing
- SS (Faculty) College of Pharmacy
- SS (Faculty) Library
- SS (Faculty) Provost & SeniorVP Academic Aff**
- SS (Faculty) Assoc Prov & VP for Outreach
- SS (Faculty) Senior VP Research Econ Develop
- SS (Faculty) Agriculture Experiment Station
- SS (Faculty) AL Cooperative Extension System
- SS (Non-Faculty) Provost & SeniorVP Academic Aff

Background Check Package

Available Selected

- Internal
- Internal + Education
- Internal + Education + Finance
- Internal + Education + Professional License
- Internal + Education + Professional License + F
- Internal + Finance
- Internal + Professional License
- Internal + Professional License + Finance

Preview Survey Questions

4 Inside iCIMS, click the "Other" tab in the menu bar and Click "SkillSurvey"

The screenshot shows the iCIMS dashboard interface. The top navigation bar includes 'icims', 'Create', 'Search', 'Library', and 'Other'. The 'Other' dropdown menu is open, and 'SkillSurvey' is highlighted with an orange circle. Below the navigation bar, the dashboard is divided into three main sections: 'My Jobs', 'Search Committees', and 'Jobs I Supervise'. The 'My Jobs' section shows a table of job listings. The 'Search Committees' section shows 'No Results' for both 'Job Application Reviewer' and 'Search Committee Interviews'. The 'Jobs I Supervise' section shows 'No Results' for 'New Hires Starting This Week' and 'Active Jobs'. The 'Active Jobs' table lists two jobs: 'Associate Provost for Institutional Effectiveness' (Job ID: 2026-7825) and 'Provost & SeniorVP Academic Affairs' (Job ID: 157). The right sidebar contains 'Campus HR Resources', 'AUBURN UNI' logo, 'Welcome to the iCIMS HR Dashboard', and buttons for 'Auburn iCIMS Training' and 'Non-Faculty Request'.

Job ID	Job Title	Associated Division : External ID	Associate Division : Name
2026-7825	Associate Provost for Institutional Effectiveness	157	Provost & SeniorVP Academic Affairs

Count	Category
247	Advisory Committee Review
0	Research Security Approved
0	Interview Scheduled
4	Selected for Hire
308	Provost Office Approved
?	Contingent Offer
4	Pending Contingencies
0	Contingencies Verified
0	Offer Extended
1	Onboarding Assigned
0	Records Final Review
1	Hired
?	Records Initial Review
4	Research Security Review

5

From Skill Survey, Click "Settings", Click "Surveys", Click "Pre-Hire 360®", Click "Survey Library".

The screenshot shows the SkillSurvey Reference dashboard for Auburn University. The user is logged in as Amanda Malone. The navigation menu is open, showing the path: Settings > Surveys > Pre-Hire 360® > Survey Library. The Survey Library link is circled in orange. The dashboard includes sections for Dashboard, Candidates, Open Positions, Waiting to File, and Announcements. The Announcements section features a banner about integrating reference checking with an ATS.

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There are more than 50 delivered surveys that can be reviewed using the "Next" or "Prev" buttons.

The screenshot shows the SkillSurvey Survey Library search results page. A search box is at the top with the text "Job Title:" and a "Search" button. Below the search box, there is a checkbox for "Show All Surveys". The results are displayed in a table with columns for "Favorite", "Survey", and "Job Category". The table lists various surveys such as "Academic Advisor_v2", "Academic Dean_v2", "Academic Program Director", "Accountant_v2", "Accounts Payable_v2", "Accounts Receivable_v2", "Actuary_v2", "Acupuncture_v2", "Adjunct Faculty_v2", and "Administrative Managers_v3". The "Job Category" column lists categories like "Education Positions", "Finance Positions", "Healthcare Positions - Physicians", and "Administrative Positions". At the bottom of the table, there is a pagination control showing "Pg 1 of 55" and "Next" and "Prev" buttons. The "Next" button is circled in orange.

Favorite	Survey	Job Category
	Academic Advisor_v2	Education Positions
	Academic Dean_v2	Education Positions
	Academic Program Director	Education Positions
	Accountant_v2	Finance Positions
	Accounts Payable_v2	Finance Positions
	Accounts Receivable_v2	Finance Positions
	Actuary_v2	Finance Positions
	Acupuncture_v2	Healthcare Positions - Physicians
	Adjunct Faculty_v2	Education Positions
	Administrative Managers_v3	Administrative Positions

7 Delivered surveys are searchable by keywords.

The screenshot shows the SkillSurvey Pre-Hire 360 Survey Library interface. The top navigation bar includes Home, Candidates, Reports, Settings, and Help. The Reference tab is active. The main content area is titled "Pre-Hire 360 Survey Library" and contains a search section with a "Job Title" input field containing "research" and a "Search" button. Below the search section is a table of available surveys.

Match	Favorite	Survey	Job Category
		Academic Program Director	Education Positions
		Administrator, Clinical Services_v2	Healthcare Positions - Directors, Administrators, Managers
		AI Engineer	Engineering Positions
		Biochemist_v2	R & D Positions
		Biostatistician_v2	R & D Positions
		Clinical Liaison	Healthcare - Techs and Other Clinical Support
		Clinical Research Specialist_v2	R & D Positions
		Computer Programmer_v2	IT Positions

8 Click the title of the survey to preview details of the survey.

The screenshot shows the SkillSurvey Pre-Hire 360 Survey Library interface. The top navigation bar includes Home, Candidates, Reports, Settings, and Help. The Reference tab is active. The main content area is titled "Pre-Hire 360 Survey Library" and contains a search section with a "Job Title" input field containing "research" and a "Search" button. Below the search section is a table of available surveys. The "Research Professional_v2" survey title is highlighted with a red circle.

Match	Favorite	Survey	Job Category
		Neurologist_v2	Healthcare Positions - Physicians
		Physician Research Faculty_v2	Healthcare Positions - Physicians
		Prospect Research Analyst_v2	Non-Profit
		R & D Managers_v3	R & D Positions
		R & D Professionals_v3	R & D Positions
		Research Professional_v2	R & D Positions
		Robotics Engineer	Engineering Positions

21 - 27 of 27 records

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9 Click "Survey" to see the questions.

Pre-Hire 360 Survey Library

Available Surveys

Job Title:
Enter job title to search
 Show All Surveys

Match Favorite

Match	Favorite

21 - 27 of 27 records

Robotics Engineer Engineering Positions

Research Professional, v2

Research Professionals perform research in various areas. These professionals use relevant research procedures, techniques, and methods to gather data, test hypotheses and existing methods, and present their findings and recommendations.

Relevant Job Titles

- Archaeologist (Research Professional)
- Associate Product Manager
- Principal Scientist
- Psychological Researcher
- Research Assistant
- Research Associate
- Research Data Coordinator
- Research Data Specialist
- Research Study Assistant
- Research Study Coordinator
- Research Tech
- Research Technician
- Research Technologist
- Temporary Research Assistant

Languages

- English
- Portugués
- Español
- Deutsch
- 简体中文
- Français
- Français Canadien

Samples

- Survey
- Candidate Feedback Report
- Candidate Comparison Report
- Behavioral Interview Questions
- Candidate Email
- Reference Email

Show 10 records

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Hiring Unit's Instructions to Initiate the Reference Check



Tip! The reference check is initiated for **non-faculty** applicants when they are **"Selected for Hire"**. Non-faculty applicants should skip to Step 13 below.

10

FACULTY APPLICANTS ONLY: Navigate to the applicant.

The screenshot shows a recruitment system interface. At the top, there is a navigation bar with 'T-TEST' and 'Cand:Active' tabs. The main header displays 'Paleontologist, New York, New York US' and 'Auburn University, Alabama US'. A hiring manager 'Amanda Malone' is listed. A 'REJECT' button is visible in the top right. The left sidebar shows the applicant's contact information: 'mstestingauburn+huck@gmail.com', phone '(34) 555-0280', and location 'New York, New York US'. It also shows '0' other submissions and a 'Friend' relationship. The main content area is titled 'Application' and shows a progress bar with stages: 'Initial Review', 'Screening', 'Interview', 'Offer', and 'Hired'. Below this, there are buttons for 'Applicant Review Phase' and 'Search Committee Review'. The 'Experience' section features a 'RESUME' button, 'DETAILS', and 'LINKEDIN' options. A resume file is listed: '21446_Huck_Finn_10388_202603230944_Resume.pdf' dated 3/23/2026. A caution message states: 'Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe.' The resume content is partially visible, showing 'Dr. Ross E. Geller', 'New York, NY | ross.geller@paleontology.net | (212) 555-1994 | LinkedIn: linkedin.com/in/rossgellerphd', 'Professional Summary', and 'Education'.

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FACULTY APPLICANTS ONLY: Click "Advance"

This screenshot is identical to the one above, but with an orange circle highlighting the 'ADVANCE' button in the top right corner. The 'ADVANCE' button has a tooltip that says 'Advance candidate'. The rest of the interface, including the applicant profile, application progress, and resume details, remains the same.

12

FACULTY APPLICANTS ONLY: Click "Reference Check Initiated"

The screenshot displays a recruitment system interface for a candidate named Huck Finn-TEST. The top navigation bar includes the candidate's name, ID (21446), position (Paleontologist, New York), location (New York, New York US), and hiring manager (Amanda Malone). A 'REJECT' button is visible in the top right. The main content area shows the applicant's profile with sections for 'Application' (Initial Review, Screening, Applicant Review Phase, Search Committee Review), 'Experience' (with a 'RESUME' button), and 'Education'. A dropdown menu is open, listing various review phases: 'Application Received (Non-Faculty)', 'Search Committee Review', 'Reference Check Initiated', 'Interview Phase', 'Research Security Review', 'Research Security Approved', and 'Interview Scheduler'. The 'Reference Check Initiated' option is highlighted with an orange circle. The applicant's contact information and a professional summary are also visible.

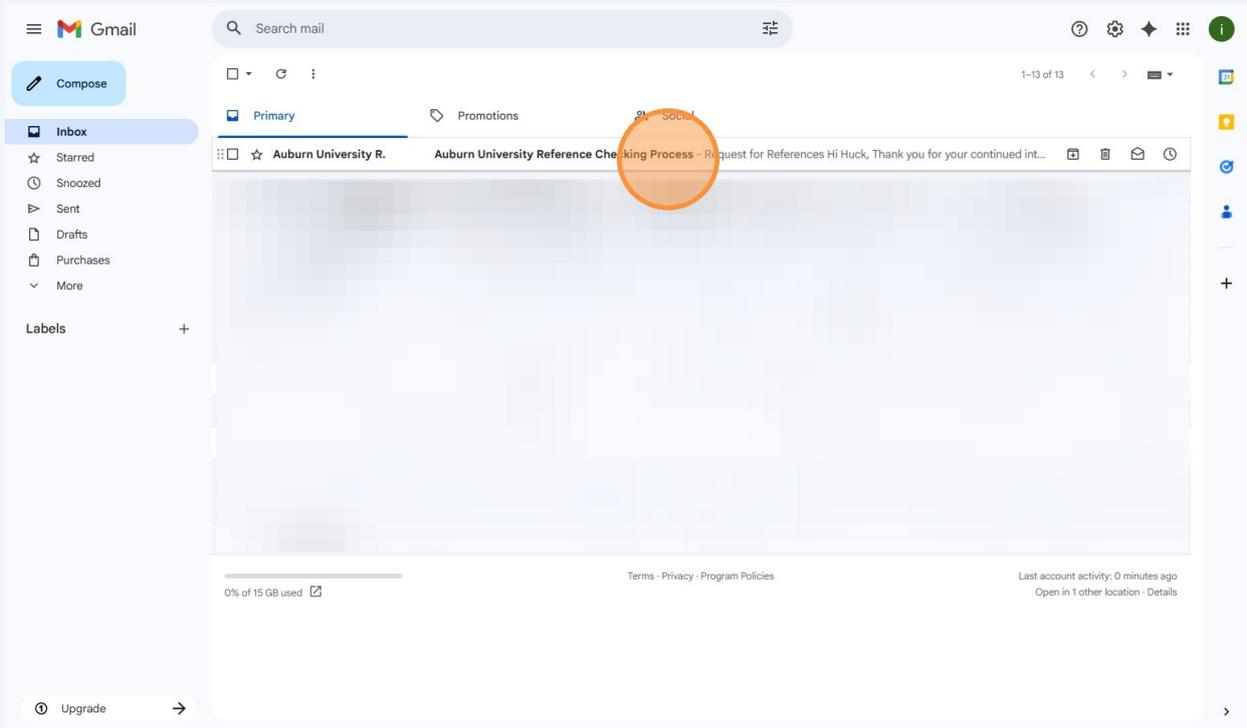
13

The applicant will receive an email with instructions to enter their references.

Applicant's Steps (for illustration only)

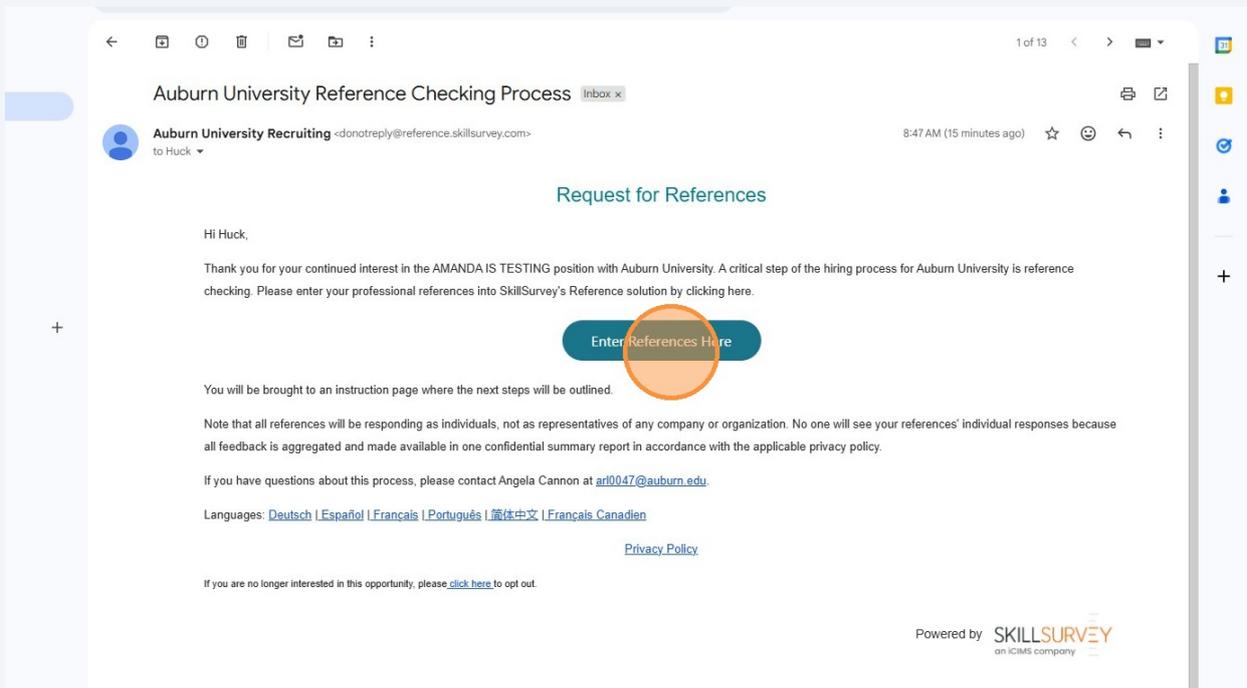
14

Applicant will click "Auburn University Reference Checking Process" from their inbox.



15

Applicant will click "Enter References Here"



16 Applicant will click "Continue"

Instructions

Thank you for your continued interest in the AMANDA IS TESTING position with Auburn University. A critical step of the selection process for Auburn University is reference checking.

This process will only take a few minutes. From this page you will be able to start your process and monitor your references' progress.

Start Your Process:

- Verify your personal information
- Enter your reference information within 24 hours
 - Provide 3 professional references to share feedback on your time working with them
 - Be sure that 0 of the 3 references are current or past managers/supervisors
 - For recent graduates, teachers, professors, and instructors may qualify as manager references
- Sign a consent form

Monitor Your Progress:

- Return to this site via your original email to monitor your references' progress
- Contact any references who haven't responded to remind them to complete the survey
- Additional references may be entered at any time

If there is a reason you cannot complete this within 24 hours, please contact your Recruiter at Auburn University.

Be sure to alert your references to watch for the email to complete their survey. Once completed, their responses will be submitted directly to Auburn University. No one will see any of your references' individual responses because feedback will be aggregated and made available in one confidential report. Note that all references will be responding as individuals, not as representatives of any company or organization.

[Continue](#) [Not Interested](#)

Need help?

For process questions, please contact Angela Cannon at ar0047@auburn.edu.

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17 Applicant will click the Add Reference button. This step is repeated for the number of reference required.

My Information > Optional Research > My References

To complete your application, you need to identify at least 3 References. At least 0 of your References must be, or have been, your direct managers.

References:

Use your job history/resume. Do not leave gaps. Start with your supervisors/managers from each job. After completing the supervisors/managers, add peers, direct reports, or clients.

For other, business references are preferred. However, if you do not have enough business references, you can use people who have worked closely with you in other situations (e.g., volunteer or non-profit organizations, professional or civic associations, or academic institutions).

Personal references, such as close family members or friends, they are not appropriate as references.

Note that some or all of your references may be contacted by phone to verify the details of your working relationship with them.

Information for each Reference:

Click the "Add Reference" button below.

After you have entered all your References, click the "Send Link to Reference(s)" button.

Your References will be sent an email or texts, asking them to fill out a brief survey about your job skills. To view a sample of this email, texts or survey, click the links below.

You have not added the requested number of References

Currently available

Please enter at least 3 more References

Add Reference

Send Link to Reference(s)

[Sample Survey](#)

[Sample Email](#)

[Privacy Policy](#)

[Candidate Consent](#)

[FAQ](#)

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Applicant will enter the required information for each reference and click "Submit".

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Add Reference Language English

Instructions > Verify My Information > Optional Research > My References > Add Reference

Salutation: * Mrs.

First name: *

Last name: *

Email: *

[Preview Email Request](#)

Country: * United States

City: * Auburn

State: * Alabama

Work phone: * 334 555 0280

Reference type: * Former Current

Reference is/was my: * Coworker

Worked together from: * June 2010

Reference's job title when working with me: * Accountant

Company name: * Auburn University

Submit Cancel

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Applicant can preview the survey that their references will receive by clicking "Sample Survey".

SKILLSURVEY
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My References Language English

Instructions > Verify My Information > Optional Research > My References

In order to continue your application, you need to identify at least 3 References. At least 0 of your References must be, or have been, your direct managers.

To choose your References:

- Follow your job history/resume. Do not leave gaps. Start with your supervisors/managers from each job. After completing the supervisors/managers, add peers, direct reports, or clients.
- Remember, business references are preferred.** However, if you do not have enough business references, you can use people who have worked closely with you in other situations (e.g., volunteer or non-profit organizations, professional or civic associations, or academic institutions).
- Never choose family members or friends; they are not appropriate as references.
- Please note that some or all of your references may be contacted by phone to verify the details of your working relationship with them.

To enter the information for each Reference:

- Click the "Add Reference" button below.
- When you have entered all your References, click the "Send Link to Reference(s)" button.
- Each of your References will be sent an email or texts, asking them to fill out a brief survey about your job skills. To view a sample of this email, texts or survey, click the links below.

Enter References You have added the requested number of References

Name	Company	Email	Relationship	Status	Action	Last Sent E-Mail
<input type="text"/>	Auburn University	<input type="text"/>	Coworker	Entered but not sent	✉ 🗑	
<input type="text"/>	Auburn University	<input type="text"/>	Manager (Supervisor)	Entered but not sent	✉ 🗑	
<input type="text"/>	Auburn University	<input type="text"/>	Manager (Supervisor)	Entered but not sent	✉ 🗑	

Sample Survey **Sample Email** [Privacy Policy](#) [Candidate Consent](#) [FAQ](#)

Add Reference **Send Link to Reference(s)**

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Applicant can preview the email that their references will receive by clicking "Sample Email"

SKILLSURVEY
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My References Language English

Instructions > Verify My Information > Optional Research > My References

In order to continue your application, you need to identify at least 3 References. At least 0 of your References must be, or have been, your direct managers.

To choose your References:

- Follow your job history/resume. Do not leave gaps. Start with your supervisors/managers from each job. After completing the supervisors/managers, add peers, direct reports, or clients.
- Remember, business references are preferred.** However, if you do not have enough business references, you can use people who have worked closely with you in other situations (e.g., volunteer or non-profit organizations, professional or civic associations, or academic institutions).
- Never choose family members or friends; they are not appropriate as references.
- Please note that some or all of your references may be contacted by phone to verify the details of your working relationship with them.

To enter the information for each Reference:

- Click the "Add Reference" button below.
- When you have entered all your References, click the "Send Link to Reference(s)" button.
- Each of your References will be sent an email or texts, asking them to fill out a brief survey about your job skills. To view a sample of this email, texts or survey, click the links below.

Enter References You have added the requested number of References

Name	Company	Email	Relationship	Status	Action	Last Sent E-Mail
	Auburn University		Coworker	Entered but not sent	✉ 🗑	
	Auburn University		Manager (Supervisor)	Entered but not sent	✉ 🗑	
	Auburn University		Manager (Supervisor)	Entered but not sent	✉ 🗑	

[Add Reference](#) [Send Link to Reference\(s\)](#)

- Sample Survey
- Sample Email**
- Privacy Policy
- Candidate Consent
- FAQ

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Applicant will click "Send Link" button when they have provided all the required information.

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My References Language English

Instructions > Verify My Information > Optional Research > My References

In order to continue your application, you need to identify at least 3 References. At least 0 of your References must be, or have been, your direct managers.

To choose your References:

- Follow your job history/resume. Do not leave gaps. Start with your supervisors/managers from each job. After completing the supervisors/managers, add peers, direct reports, or clients.
- Remember, business references are preferred.** However, if you do not have enough business references, you can use people who have worked closely with you in other situations (e.g., volunteer or non-profit organizations, professional or civic associations, or academic institutions).
- Never choose family members or friends; they are not appropriate as references.
- Please note that some or all of your references may be contacted by phone to verify the details of your working relationship with them.

To enter the information for each Reference:

- Click the "Add Reference" button below.
- When you have entered all your References, click the "Send Link to Reference(s)" button.
- Each of your References will be sent an email or texts, asking them to fill out a brief survey about your job skills. To view a sample of this email, texts or survey, click the links below.

Enter References You have added the requested number of References

Name	Company	Email	Relationship	Status	Action	Last Sent E-Mail
	Auburn University		Coworker	Entered but not sent	✉ 🗑	
	Auburn University		Manager (Supervisor)	Entered but not sent	✉ 🗑	
	Auburn University		Manager (Supervisor)	Entered but not sent	✉ 🗑	

[Add Reference](#) [Send Link to Reference\(s\)](#)

- Sample Survey
- Sample Email
- Privacy Policy
- Candidate Consent
- FAQ

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Applicant can monitor the process from their Skill Survey dashboard. (Login from the original email.)

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My References Language English

Instructions > Verify My Information > Optional Research > My References

In order to continue your application, you need to identify at least 3 References. At least 0 of your References must be, or have been, your direct managers.

To choose your References:

- Follow your job history/resume. Do not leave gaps. Start with your supervisors/managers from each job. After completing the supervisors/managers, add peers, direct reports, or clients.
- Remember, business references are preferred. However, if you do not have enough business references, you can use people who have worked closely with you in other situations (e.g., volunteer or non-profit organizations, professional or civic associations, or academic institutions).
- Never choose family members or friends; they are not appropriate as references.
- Please note that some or all of your references may be contacted by phone to verify the details of your working relationship with them.

To enter the information for each Reference:

- Click the "Add Reference" button below.
- When you have entered all your References, click the "Send Link to Reference(s)" button.
- Each of your References will be sent an email or texts, asking them to fill out a brief survey about your job skills. To view a sample of this email, texts or survey, click the links below.

Enter References You have added the requested number of References

Name	Company	Email	Relationship	Status	Action	Last Sent E-Mail
	Auburn University		Manager (Supervisor)	Waiting for Reference		Mar 23, 2026 9:08AM
	Auburn University		Manager (Supervisor)	Waiting for Reference		Mar 23, 2026 9:08AM
	Auburn University		Coworker	Waiting for Reference		Mar 23, 2026 9:08AM

[Add Reference](#) [Send Link to Reference\(s\)](#)

[Sample Survey](#)
[Sample Email](#)
[Privacy Policy](#)
[Candidate Consent](#)
[FAQ](#)

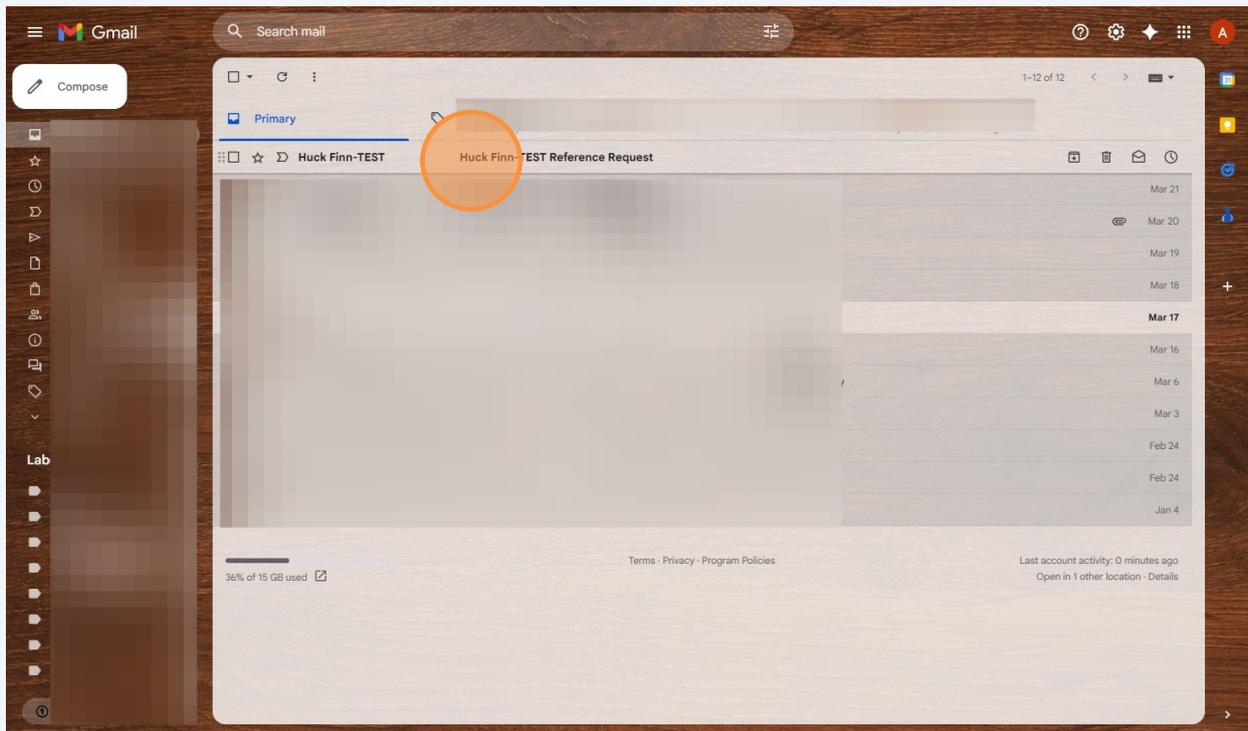
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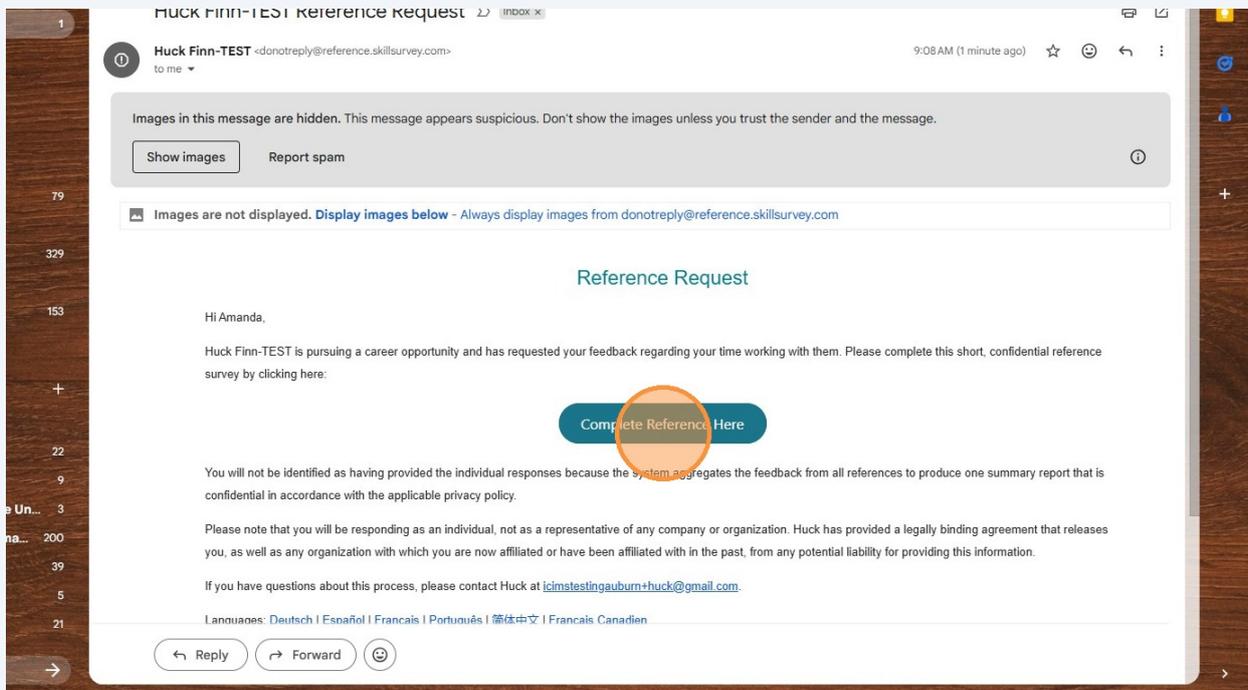
Each reference will receive an email with instructions to complete their survey.

Reference's Steps (for illustration only)

24 Reference will click "Reference Request" email from their inbox.



25 Reference will click "Complete Reference Here"



26 Reference will complete the reference form.

Reference Survey Form

Language Eng

To Answer Questions:

Please answer each question throughout the survey by clicking on the appropriate button under the number that best describes the extent to which you feel Huck Finn-TEST uses these skills, **compared in the workplace**.

As you read each item, please keep in mind:

The scale below is on a continuum of 1 - 7, where a "1" indicates that compared to others in the workplace, Huck Finn-TEST **never** uses the skill **under any circumstances**. A "4" indicates that Huck Finn-TEST uses the skill to a moderate or average extent. A "7" indicates that compared to others in the workplace, Huck Finn-TEST uses this skill **at all times and under all circumstances**.

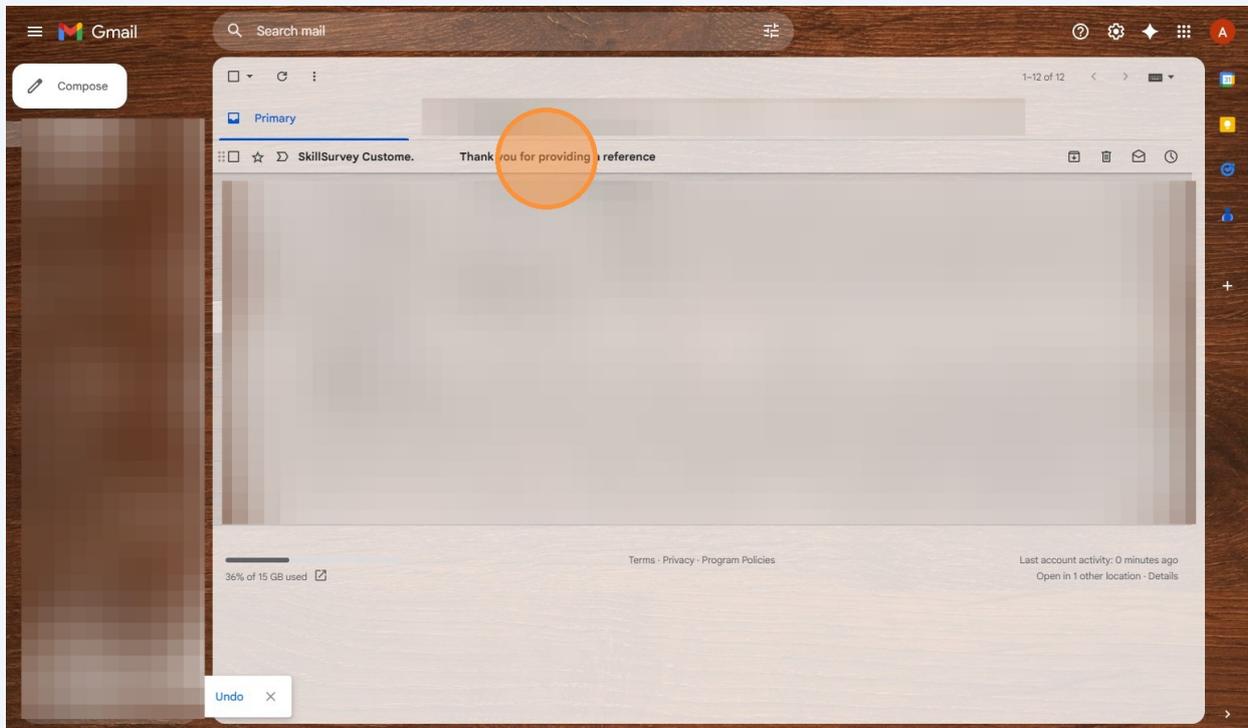
If you cannot answer a particular question based on your own personal experience or observation of the Candidate, click the **"Not Observed" (N/O)** button for that question.

EXTENT SCALE	1 Never	2 Little Extent	3 Some Extent	4 Moderate Extent	5 Above Average Extent	6 Great Extent	7 At All Times and Under All Circumstances
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Compared to others in the workplace, to what extent does Huck Finn-TEST

	Never	1	2	3	4	5	6	7
1. Demonstrate dependability (e.g., report consistently, and on time, for classes, appointments, and meetings)?	<input type="radio"/>							
2. Use a variety of instruction methods (e.g., online lectures and interactive sessions) to accommodate diverse student populations and those with differences in learning styles?	<input type="radio"/>							
3. Deliver high-quality instruction to ensure that students meet the learning objectives of the course?	<input type="radio"/>							
4. Display proficiency with relevant technology (e.g., presentation software; online learning platforms)?	<input type="radio"/>							
5. Continually revise course content to reflect the most up-to-date and relevant information?	<input type="radio"/>							

27 Reference will receive a Thank You email once their reference has been submitted.



Hiring Unit's Steps to Monitor Reference Check

28 In iCIMS, the Applicant List will reflect the status of the Reference Request.

The screenshot shows the iCIMS interface for a hiring unit. The top navigation bar includes 'Create', 'Search', 'Library', and 'Other'. The search bar contains 'Person' and 'huck'. The main content area displays a table of candidates. The table has columns for Name, Status, Reference Status, Time Since Action, and Time Since Application. Two candidates are listed: Birdie Wing (Contingent Offer (Faculty), Sent, 3 days ago) and Huck Finn-TEST (Reference Check Initiated, In-Progress, 11 minutes ago). The 'Reference Status' column for Huck Finn-TEST is circled in orange.

Name	Status	Reference Status	Time Since Action	Time Since Application
Birdie Wing	Contingent Offer (Faculty)	Sent	3 days ago	3 days ago
Huck Finn-TEST	Reference Check Initiated	In-Progress	11 minutes ago	29 minutes ago

29 To monitor a specific applicant's reference status, click the applicant's name.

The screenshot shows the same iCIMS interface as above. The table of candidates is displayed. The name 'Huck Finn-TEST' in the first column of the second row is circled in orange, indicating it is the focus of the instruction.

Name	Status	Reference Status	Time Since Action	Time Since Application
Birdie Wing	Contingent Offer (Faculty)	Sent	3 days ago	3 days ago
Huck Finn-TEST	Reference Check Initiated	In-Progress	11 minutes ago	29 minutes ago

30 Inside the applicant profile, click the "Screen" tab.

The screenshot shows the iCIMS applicant profile for 'Huck Finn-TEST'. The 'Screen' tab is highlighted with an orange circle. The page displays the following information:

- CONTACT:** icimstestingauburn+huck@gmail.com, (334) 555-0280, New York, New York US.
- DISTANCE FROM JOB:** 100+ mi
- OTHER SUBMISSIONS:** 0
- SOURCE:** Email a Friend
- RECENT EMPLOYMENT:**
 - Paleontologist** at New York Museum of Prehistoric History (January, 1998 - Current)
 - Adjunct Professor of Paleontology** at New York University (January, 2001 - January, 2007)
- EDUCATION:** Columbia University
- Application Status:** Initial Review, Screening, Interview, Offer. Applicant Review Phase and Reference Check Initiated.
- Experience:** Resume (21446_Huck_Finn_10388_202603230944_Resume.pdf) dated 3/23/2026. Includes a caution: 'Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe.'
- Dr. Ross E. Geller:** New York, NY | ross.geller@paleontology.net | (212) 555-1994 | LinkedIn: linkedin.com/in/rossgeller. Professional Summary: Passionate and detail-oriented paleontologist with over a decade of academic and museum experier Education.

31 Click the "Assessments" tab.

The screenshot shows the 'Assessments' tab in the iCIMS applicant profile. The 'Screen' tab is highlighted with an orange circle. The page displays the following information:

- STANDARD ASSESSMENTS:**
 - Assessment Results:**
 - Assessment Status:** In-Progress
 - Assessment Date:** 3/23/2026 4:11 AM
 - Assessment Name:** SkillSurvey Reference Check
 - Assessment Notes:** References Entered:3, References Requested:3, Manager Response:1, Non-Manager Response:0
- Updated:** 3/23/2026 9:11 AM
- Created:** 3/23/2026 8:44 AM