

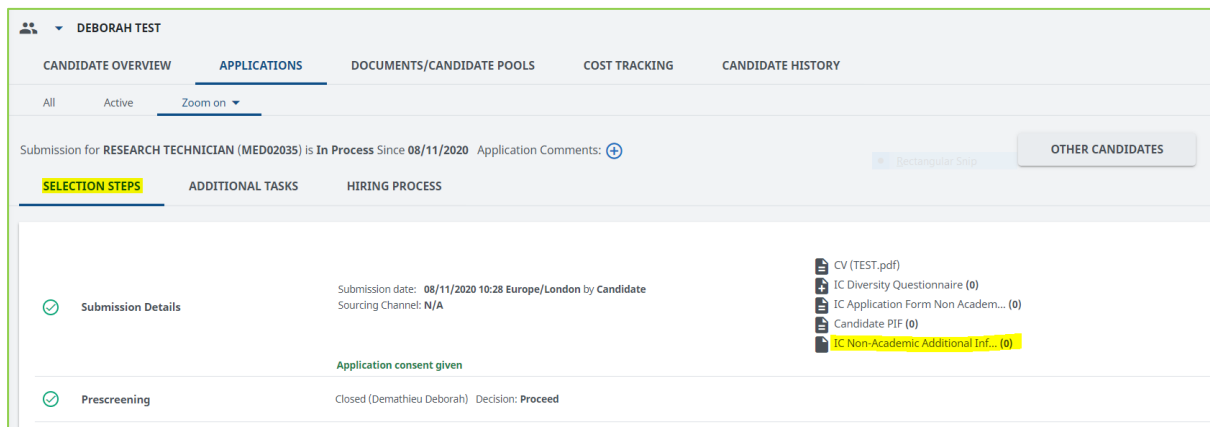
Requesting references on Talentlink

Guidance on the use of references

- A minimum of 2 references (normally including the applicant's most recent employer) covering the last three years immediately preceding the member of staff joining the College. Additional references should be requested in order to meet these requirements where necessary.
- For lecturers/senior lecturers, a minimum of 3 references is required, which must include references from external sources.
- As standard, referees will be contacted only after a conditional offer is made and the candidate has accepted in writing and given permission for their referees to be contacted.

Checking on a candidate's permission to contact referees

Click on the candidate's record and select **Selection Steps**.



Click on **IC Research Additional Information**

A pop-up window will open.

Under the Referees section, check whether the candidate has said we may approach each referee.

Requesting references

Click on the candidate's record and select the **Selection Steps** page.

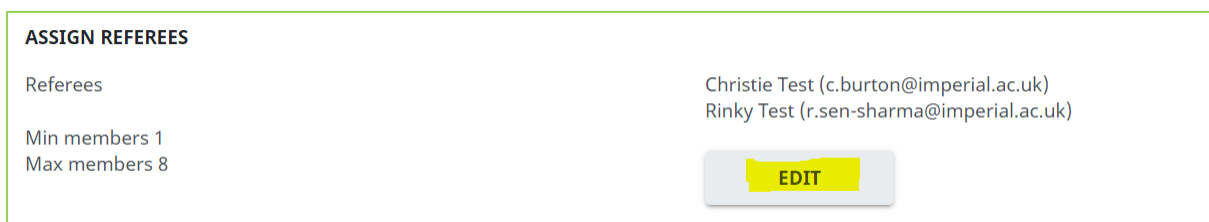
On the **Reference Check 1** step, click on the **three dots** next to it and select **Start** in the dropdown.



Interview 2	⋮	Start
Offer Approval 1	⋮	Perform
Offer Approval 2	⋮	Put on hold
Offer Approval 3	⋮	Reject
Offer Approval 3	⋮	Withdraw
Verbal Offer	⋮	Continue
Reference Check 1	⋮	Contact by Email
Reference Check 2	⋮	Contact by Letter
Reference Check 3	⋮	Candidate Pack
OH Questionnaire	⋮	Create a CV
		Create a Questionnaire
		Create a Feedback Form
		Create a Candidate Profile
		Upload a Document

Nothing needs to be updated until the **Assign Referees** section.

If you can only contact one of the referees, or if you need to add more referees, click on **Edit**.



ASSIGN REFEREES	
Referees	Christie Test (c.burton@imperial.ac.uk) Rinky Test (r.sen-sharma@imperial.ac.uk)
Min members 1 Max members 8	<input type="button" value="EDIT"/>

A pop-up window will open.

If you want to only contact some referees, **untick** the ones who should not be contacted and click **Save**. Only the list of referees ticked will now appear in the **Assign Referees** section.

If you want to add referees, click on **Add user** if the referee is from Imperial College London or on **Add External Referee**.

You must enter the referee's first name, last name and email address before clicking on **Add to List**. The additional referee will now appear as selected and you can click **Save** to go back to the **Assign Referees** section.

REFEREES ✕

You Have Selected Referees

<input checked="" type="checkbox"/>	Dr Christie Test c.burton@imperial.ac.uk	Group Leader University of London
<input checked="" type="checkbox"/>	Prof. Rinky Test r.sen-sharma@imperial.ac.uk	Professor University of London

ADD USER
ADD EXTERNAL REFEREE

CLOSE
SAVE

required

CANCEL
ADD TO LIST

On the **Assign Referees** section, click on **Submit** to send the reference requests.

Message: EDIT MESSAGE

Template: IC Reference Check Feedback Form [Preview](#)

Email language: English (UK) ▼

ATTACHMENTS

Career site attachments

EMAIL ATTACHMENTS

ADD A NEW DOCUMENT

CANCEL SUBMIT

Next to **Reference check 1**, you will see the date and time your *Request to conduct a Reference* was sent.

Once a referee has completed their reference, it will appear above the reference as *IC Reference Check Feedback Form*. If they have attached a separate document, it will also be listed there.

Reference Check 1	⋮	Submitted (Hub Recruitment) Referee Feedback: 1/1 (0) 09/11/2020 12:33 Europe/London Created By <i>Burton Christie</i> 09/11/2020 12:31 Europe/London Created By <i>Demathieu Deborah</i>	<div style="font-size: x-small; margin-bottom: 5px;"> IC Reference Check Feedback Fo... (0) </div> <div style="font-size: x-small;"> Request to conduct a Reference... </div>
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Click on **IC Reference Check Feedback Form** to view the reference and save it in the candidate's staff file.