



# Hireserve Training Tip

## How to Complete Reference Checks

HMP Version 2.0 – October, 2021

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1. Log in to [Hireserve Recruitment](#). Click on **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on the menu bar.
2. Click on  **View candidates**
3. Click  (vertical ellipsis) beside the candidate's name.
4. Hover over **Documents** > ...**App\_Form**. and click on file.
5. Scroll to the references section, copy a minimum of two references and email [recruit@viu.ca](mailto:recruit@viu.ca) with the candidate's name, email address, and Hireserve competition number.
6. Recruit will notify the Search Committee Chair once the completed reference check form has been received and added to the candidate's application.