

Requesting References

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You may request references at any time during the process, however for professional services staff recruitment, the advice is to contact references for the successful candidate once the offer has been made. This will allow you to verify the information that was provided to you during the selection process.

The offer can be made subject to the receipt of satisfactory references, however if you do choose to include this clause, you should ensure that you receive the references and you are happy with them before the person starts employment. If you have queries or concerns about the references that you receive, please contact your HR Partner or HR Adviser.

Using Engage ATS to request references

1. Log-in to the system and find the vacancy that you are recruiting to. Click on the '+' symbol and click on the status that contains the candidates you would like to request references for. In this example, the candidates are at the '**Invite to Interview**' status.

[Home](#)
[Search](#)
[My Settings](#)
[Vacancies](#)
[Approval Request](#)
[Interviews](#)
[Reports](#)
[FAQs](#)

Number of Applications by Vacancy

Vacancy Live Status: All
Vacancy Status: All
Vacancy Title:
Vacancy ID:
[Search](#)
[Clear Search](#)

Vacancy Name	Live status	Status	Closing date	New	Overall
HR Manager, Information and Systems	Live	Offer	12/01/2016	0	1
HR Data Cleanser	Not Live	Interview	10/01/2016	0	1
DB Admin - Test IMT Job	Live	Offer	18/01/2016	0	3
HR Analyst	Live	Published	12/01/2016	0	0
Administrator	Live	Interview	14/01/2016	0	4

Stages

	New	Overall
Invite to interview	3	4
Administrator	0	0
Administrator	0	0
Manager 2	0	0
Associate Manager	0	0
Manager	0	5

Page size: 10
11 items in 2 pages

Candidates per Application Stage

Vacancy Live Status: All
[Search](#)

Active Stages	New	Overall
Registered not submitted	0	2
New submitted application/shortlisting	0	1
Withdrawn Application	0	1
Invite to interview	3	5
Interview confirmed	0	1
2nd Interview confirmed	0	1
Verbal offer accepted - initiate second fundcheck	0	2
Ready for ResourceLink	0	1

Search and Filter Applications

Channel: All Channels

Job Type: All

Area: All

Sub-Area: All

Salary: All





































































Vacancy Type: All

Contract Type: All

Mode of Work: All

2. Select the candidate(s) that you would like to request references for by ticking the box(es) next to their name(s).

Search Candidates



































Page: 1 of 1 Go		Page size: 4 Change		Item 1 to 4 of 4									
Candidate	Details	Process										Select	
John Smith 	Vacancy Name: Administrator									<input type="checkbox"/>			
	Application Stage: Invite to interview												
	Registered on: 06/01/2016												
	Vacancy ID: 11												
Sarah Brown 	Vacancy Name: Administrator									<input type="checkbox"/>			
	Application Stage: Invite to interview												
	Registered on: 12/01/2016												
	Vacancy ID: 11												
Stacey Miller 	Vacancy Name: Administrator									<input checked="" type="checkbox"/>			
	Application Stage: Invite to interview												
	Registered on: 12/01/2016												
	Vacancy ID: 11												
Steven Hudson 	Vacancy Name: Administrator									<input type="checkbox"/>			
	Application Stage: Invite to interview												
	Registered on: 12/01/2016												
	Vacancy ID: 11												

Page: 1 of 1 Go

Page size: 4 Change

Item 1 to 4 of 4

3. If you are requesting references for one candidate, select the 'Reference' icon.

Stacey Miller 	Vacancy Name: Administrator									<input checked="" type="checkbox"/>		
	Application Stage: Invite to interview											
	Registered on: 12/01/2016											
	Vacancy ID: 11											
Steven Hudson 	Vacancy Name: Administrator									<input checked="" type="checkbox"/>		
	Application Stage: Invite to interview											
	Registered on: 12/01/2016											
	Vacancy ID: 11											

- If you are requesting reference for more than one candidate, select the '**Bulk References**' link at the top of the screen.

Window tiling preferences Print Settings Bulk Print Bulk Process Bulk Email **Bulk References** Export all scores, recs, etc.

ntly using Client Default Search Form. [Click here to Change](#) Select All Select None

Page: 1 of 1 Go Page size: 4 Change Item 1 to 4 of 4

Candidate	Details	Process										Select
John Smith	Vacancy Name: Administrator Application Stage: Invite to interview Registered on: 06/01/2016 Vacancy ID: 11	view	View	contact	edit	process	romnd	appoints	note			<input type="checkbox"/>
		e-mail	history	CV	add docs	Checklist	print	Int Notes	Referenc	Edit App		
Sarah Brown	Vacancy Name: Administrator Application Stage: Invite to interview Registered on: 12/01/2016 Vacancy ID: 11	view	View	contact	edit	process	romnd	appoints	note			<input type="checkbox"/>
		e-mail	history	CV	add docs	Checklist	print	Int Notes	Referenc	Edit App		
Stacey Miller	Vacancy Name: Administrator Application Stage: Invite to interview Registered on: 12/01/2016 Vacancy ID: 11	view	View	contact	edit	process	romnd	appoints	note			<input checked="" type="checkbox"/>
		e-mail	history	CV	add docs	Checklist	print	Int Notes	Referenc	Edit App		

- The Candidate References window showing the names of the **referees** that the candidate has provided in their application form will appear.

Candidate References

Referees

Candidate	Referee	Email	Phone Number	Type	Status	Date
<input type="checkbox"/> Stacey Miller	Redmayne Mike	mike@HSBC.com	0293034	Current employer	Not yet requested	✉
<input type="checkbox"/> Stacey Miller	Brown Charles	Charles@co-op.com	0903434	Previous employer	Not yet requested	✉

Show All

Reference Request Details

Select the form used by the referee to supply their reference: Reference Form

Send from system: ☐ lsejobs@engageats.co.uk

Send from me: ☐ HR1@test.com

☒ Send the referee an email requesting the reference [View and edit the email](#)

☐ Send the referee a reminder email [View and edit the email](#) Send the reminder after Day(s)

☐ Email me when the reference is submitted [View and edit the email](#)

[Request References](#)

6. Select the referees that you would like to contact. For professional services recruitment, applicants are asked to provide the details of two references, as per the example.

Candidate References

Referees

Candidate	Referee	Email	Phone Number	Type	Status	Date
<input checked="" type="checkbox"/> Stacey Miller	Redmayne Mike	mike@HSBC.com	0293034	Current employer	Not yet requested	✉
<input checked="" type="checkbox"/> Stacey Miller	Brown Charles	Charles@co-op.com	0903434	Previous employer	Not yet requested	✉

Show All

Reference Request Details

Select the form used by the referee to supply their reference Reference Form ✕ ⓘ

Send from system ☒ lsejobs@engageats.co.uk

Send from me ☐ HR1@test.com

☒ Send the referee an email requesting the reference [View and edit the email](#)

☐ Send the referee a reminder email [View and edit the email](#) Send the reminder after Day(s)

☐ Email me when the reference is submitted [View and edit the email](#)

[Request References](#)

- The system allows referees to complete and submit an online reference form, which will make providing a reference more convenient for them. Select the correct form from the drop-down list, according to the role that you are advertising. If you are recruiting to a LSE Fellow or Research Officer role, you may wish to use the Academic and Research Reference Form because it will allow referees to attach a pre-written letter of recommendation.

Candidate References

Referees

Candidate	Referee	Email	Phone Number	Type	Status	Date
<input checked="" type="checkbox"/> Stacey Miller	Redmayne Mike	mike@HSBC.com	0203034	Current employer	Not yet requested	✉
<input checked="" type="checkbox"/> Stacey Miller	Brown Charles	Charles@co-op.com	0903434	Previous employer	Not yet requested	✉

Show All

Reference Request Details

Select the form used by the referee to supply their reference: Reference Form [✕](#) [?](#)

Send from system: ☒

Send from me: ☐

☒ Send the referee an email requesting the reference [View and edit the email](#)

☐ Send the referee a reminder email [View and edit the email](#) Send the reminder after Day(s)

☐ Email me when the reference is submitted [View and edit the email](#)

[Request References](#)

- The referee will be sent automatic email from the system to request the reference. Use the check boxes to select which **email address** you would like this an email to appear it has been sent from. Please use an email address that is monitored regularly so that if the referee sends a query there, it can be responded to.

Candidate References

Referees

Candidate	Referee	Email	Phone Number	Type	Status	Date
Show All						
<input checked="" type="checkbox"/> Stacey Miller	Redmayne Mike	mike@HSBC.com	0293034	Current employer	Not yet requested	
<input checked="" type="checkbox"/> Stacey Miller	Brown Charles	Charles@co-op.com	0903434	Previous employer	Not yet requested	

Reference Request Details

Select the form used by the referee to supply their reference
Reference Form

Send from system

lsejobs@engageats.co.uk
☒

Send from me

HR1@test.com
☐

☒ Send the referee an email requesting the reference [View and edit the email](#)

☐ Send the referee a reminder email [View and edit the email](#) Send the reminder after Day(s)

☐ Email me when the reference is submitted [View and edit the email](#)

Request References

- The system will send the email notifications to referees automatically. You can choose whether you would like to set up a reminder email to go to the referee if they have not replied. You can also set up a notification to yourself to tell you when the reference has been received. Tick all the boxes if you would like to set this up.

Candidate References

Referees

	Candidate	Referee	Email	Phone Number	Type	Status	Date
<input checked="" type="checkbox"/>	Stacey Miller	Redmayne Mike	mike@HSBC.com	0293034	Current employer	Not yet requested	✉
<input checked="" type="checkbox"/>	Stacey Miller	Brown Charles	Charles@co-op.com	0903434	Previous employer	Not yet requested	✉

[Show All](#)

Reference Request Details

Select the form used by the referee to supply their reference [?](#)

Send from system ☒

Send from me ☐

☒ Send the referee an email requesting the reference [View and edit the email](#)

☒ Send the referee a reminder email [View and edit the email](#) Send the reminder after Day(s)

☒ Email me when the reference is submitted [View and edit the email](#)

Request References

10. The emails templates in the system have been created using a pre-existing standard template. You should view the email beforehand to make sure you are happy with the content by clicking the red **'View and edit the email'** link.

Reference Request Details

Select the form used by the referee to supply their reference

Send from system ☒

Send from me ☐

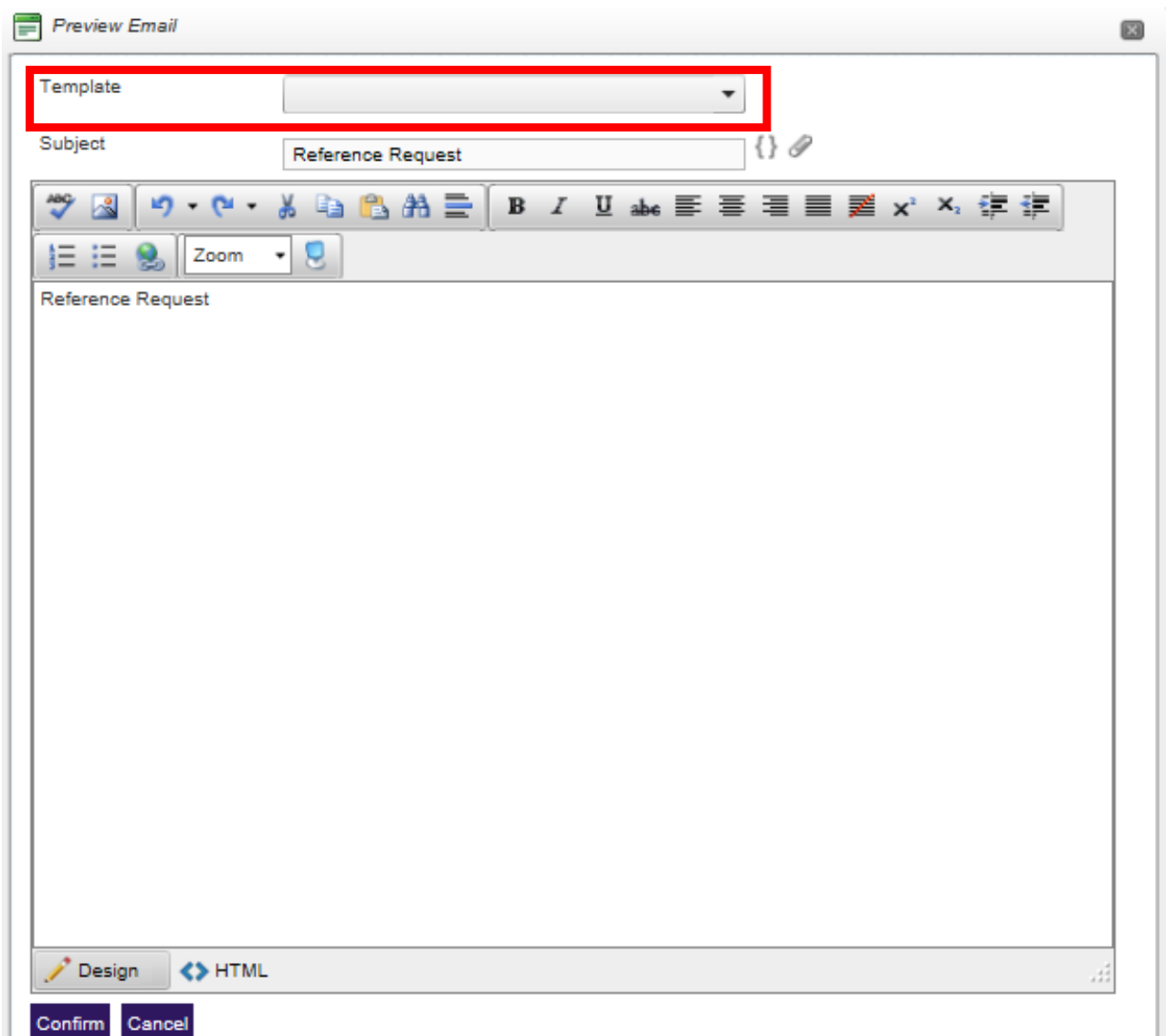
☒ Send the referee an email requesting the reference [View and edit the email](#)

☒ Send the referee a reminder email [View and edit the email](#) Send the reminder after

☒ Email me when the reference is submitted [View and edit the email](#)

Request References

11. The Preview Email window will appear. Select the template you wish to use for the reference request from the **'template'** drop-down.



12. The template will appear in the box below which you can edit if you wish. When you are happy with the email, click on the purple '**confirm**' button at the bottom.

You can view and edit the other templates in the same way.



13. When you are ready to send the reference requests, click the purple 'Request References' button at the bottom of the screen.

Window tiling preferences Print Settings Bulk Print Bulk Process Bulk Email Bulk References Export Data Export all

Candidate References

Referees

Candidate	Referee	Email	Phone Number	Type	Status	Date
Show All						
<input type="checkbox"/> Stacey Miller	Redmayne Mike	mike@HSBC.com	0293034	Current employer	Not yet requested	
<input type="checkbox"/> Stacey Miller	Brown Charles	Charles@co-op.com	0903434	Previous employer	Not yet requested	

Reference Request Details

Select the form used by the referee to supply their reference

Send from system ☒

Send from me ☐

☒ Send the referee an email requesting the reference [View and edit the email](#)

☐ Send the referee a reminder email [View and edit the email](#) Send the reminder after Day(s)

☐ Email me when the reference is submitted [View and edit the email](#)

Request References

14. The status will change from 'Not yet requested' to 'Requested' to confirm that the references have been sent.

Candidate References

Referees

Candidate	Referee	Email	Phone Number	Type	Status
Show All					
Stacey Miller	Redmayne Mike	mike@HSBC.com	0293034	Current employer	Requested
Stacey Miller	Brown Charles	Charles@co-op.com	0903434	Previous employer	Requested

Reference Request Details

Select the form used by the referee to supply their reference

Using Engage ATS to View References


1. Log-in to the system and find the vacancy that you are recruiting to. In this example, we will look at the **HR Business Analyst** post. Click on the link to the vacancy.



Vacancy Live Status: All ▼	Vacancy Status: All ▼	Vacancy Title: <input type="text"/>	Vacancy ID: <input type="text"/>
Vacancy Name	Live status	Status	Closing date
Content Management Administrator	Not Live	Offer	18/01/2016
Head of Learning and Development	Not Live	Interview	17/01/2016
Business Manager	Not Live	Published	18/01/2016
Account Manager	Not Live	Offer	29/01/2016
HR Business Analyst	Not Live	Offer	15/01/2016
Administrator	Not Live	Published	Ongoing
HR Manager, Information and Systems	Not Live	Interview	12/01/2016
HR Data Cleanser	Not Live	Interview	10/01/2016
DB Admin - Test IMT Job	Not Live	Offer	18/01/2016
HR Analyst	Not Live	Published	12/01/2016

2. You will see a list of candidates who have applied for the vacancy and the '**References**' icon will be bold if there is a reference to view in the system.





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Candidate		Details			Process							
<div>Mark Wilson</div> <div><div></div><div></div><div></div></div>		Vacancy Name: HR Business Analyst			<div><div></div></div> <div>view</div>	<div><div></div></div> <div>View</div>	<div><div></div></div> <div>contact</div>	<div><div></div></div> <div>Trns</div>	<div><div></div></div> <div>process</div>	<div><div></div></div> <div>rcmnd</div>	<div><div></div></div> <div>appoints</div>	<div><div></div></div> <div>note</div>
		Application Stage: Regret after interview			<div><div></div></div> <div>e-mail</div>	<div><div></div></div> <div>history</div>	<div><div></div></div> <div>CV</div>	<div><div></div></div> <div>add docs</div>	<div><div></div></div> <div>Checklist</div>	<div><div></div></div> <div>print</div>	<div><div></div></div> <div>Referenc</div>	<div><div></div></div> <div>Edit App</div>
		Registered on: 15/01/2016										
		Vacancy ID: 17										
<div>Rachel Hope</div> <div><div></div><div></div><div></div></div>		Vacancy Name: HR Business Analyst			<div><div></div></div> <div>view</div>	<div><div></div></div> <div>View</div>	<div><div></div></div> <div>contact</div>	<div><div></div></div> <div>Trns</div>	<div><div></div></div> <div>process</div>	<div><div></div></div> <div>rcmnd</div>	<div><div></div></div> <div>appoints</div>	<div><div></div></div> <div>note</div>
		Application Stage: Written offer sent - pre-employment checks / new starter process initiated			<div><div></div></div> <div>e-mail</div>	<div><div></div></div> <div>history</div>	<div><div></div></div> <div>CV</div>	<div><div></div></div> <div>add docs</div>	<div><div></div></div> <div>Checklis</div>	<div><div></div></div> <div>print</div>	<div><div></div></div> <div>Referenc</div>	<div><div></div></div> <div>Edit App</div>
		Registered on: 15/01/2016										
		Vacancy ID: 17										
<div><div><div><div><div></div></div><div><div></div></div><div><div>1</div></div><div><div></div></div><div><div></div></div></div><div>Page: 1 of 1</div><div><div>Go</div></div><div>Page size: 2</div><div><div>Change</div></div></div></div>												

- Click on the '**references**' icon. The '**Candidate References**' window will appear. At the top of the screen you will see a summary of the candidate's referees and the status of the reference request.


 Candidate References

Referees

Candidate	Referee	Email	Phone Number	Type	Status	Date	
<div>Show All ▾</div>							
Rachel Hope	Mark Wilson	rlhope81@hotmail.com	01234987654	Previous employer	Requested	15/01/2016	 
Rachel Hope	Dan Smith	hr.systems@lse.ac.uk	02079556632	Current employer	Received	15/01/2016	 

Reference Request Details

Select the form used by the referee to supply their reference Reference Form 

Send from system lsejobs@engageats.co.uk ☒

Send from me HR1@test.com ☐


☒ Send the referee an email requesting the reference [View and edit the email](#)



☐ Send the referee a reminder email [View and edit the email](#) Send the reminder after Day(s)

☐ Email me when the reference is submitted [View and edit the email](#)





Request References

- Click on the '**View Reference**' icon to download the reference.

 Candidate References

Referees

Candidate	Referee	Email	Phone Number	Type	Status	Date	
<div>Show All ▾</div>							
Rachel Hope	Mark Wilson	rlhope81@hotmail.com	01234987654	Previous employer	Requested	15/01/2016	 
Rachel Hope	Dan Smith	hr.systems@lse.ac.uk	02079556632	Current employer	Received	15/01/2016	 

- Open the pdf file to view the reference. You can either print it or save it. Please remember to keep the reference confidential.

Candidate Search x Candidate_Documentation x LSE name x

file:///H:/Candidate_Documentation.pdf

Apps Suggested Sites Free Hotmail LSE Home LSE Library LSE Moodle LSE Web Email LSE for You Imported From IE Login

Candidate Id: 3439428 - Reference Form - 15/01/2016

Vacancy Details

Name:	Rachel Hope
Title:	HR Business Analyst
VacancyId:	17
Job Type:	Professional Services
Area:	Human Resources
Sub-Area:	Human Resources
Salary:	£30,000 to £39,999
Vacancy Type:	Professional Services Band 6-10
Contract Type:	Permanent
Mode of Work:	Full Time
Method of Recruitment:	External Advertisement
HR Adviser Name:	Annie Klu
HR Administrator Name:	Sara Talbi

Reference

Relationship to the applicant:	BOSS
Current or Previous Position:	Analyst
Start:	01/03/1997
Finish:	01/04/2015
Other Positions and exact Dates of Employment:	Sub-Analyst
Start:	01/02/1990
Finish:	01/06/1996
Applicant's Main Duties in current Position:	Analysing stuff
Reason for Leaving:	Headhunted
Applicant's salary:	£55,000
Communication:	Great, knows all the words
Team working:	Okay, did attack a colleague once however
Ability to work on own initiative:	Wonderful
Ability to plan and prioritise workload/working under pressure:	No issues
Ability to provide an effective service to others:	Very very good
Time Keeping/Punctuality:	Fantastic
Honesty/Integrity:	Undeniable
Motivation towards work:	Outstanding
What would you consider the applicant's strengths?:	All of them
Please describe the applicant in three words:	Female, sunny, WORD3
Please state the number of days of sickness in the last two	10, ten

Important Note: If there is anything in the reference that causes concern, please contact your HR Partner for advice.