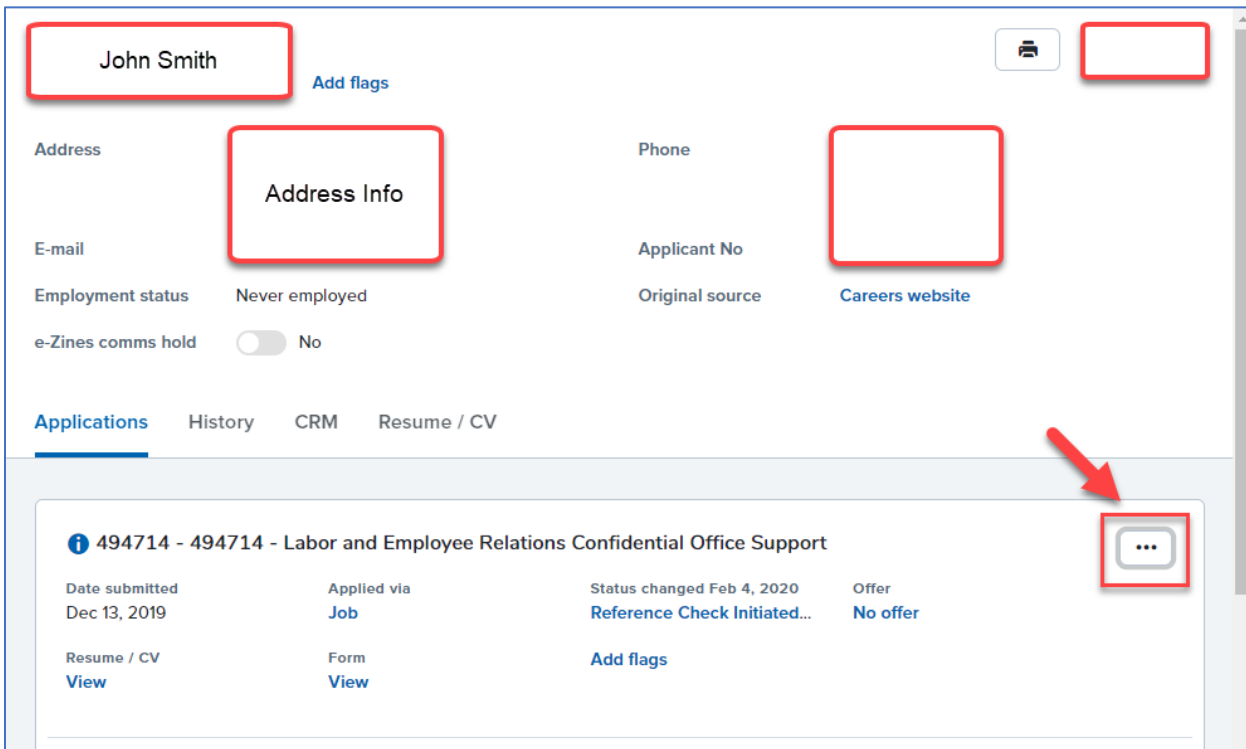


**Quick Reference Key to
Reference Check for Staff/MPP**

Here's a quick guide to view the completed reference check. Please log in [HERE](#) and select the "Applications" tile. Below are snapshots as you review references:

1. On your dashboard, there is the "Application" card where you will select the "Jobs have applicants for review" link.
2. To view the applicant's profile/resume, click the respective name.



John Smith [Add flags](#)

Address **Address Info** Phone

E-mail Applicant No

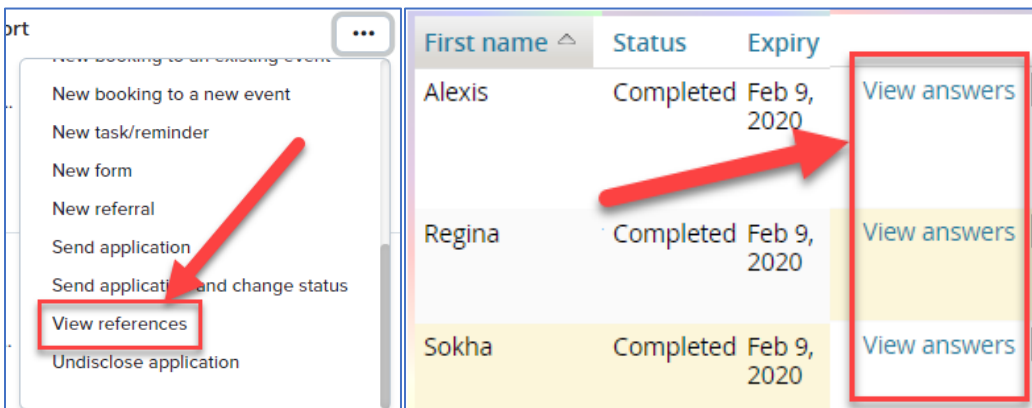
Employment status Never employed Original source [Careers website](#)

e-Zines comms hold No

[Applications](#) [History](#) [CRM](#) [Resume / CV](#)

494714 - 494714 - Labor and Employee Relations Confidential Office Support

Date submitted Dec 13, 2019	Applied via Job	Status changed Feb 4, 2020 Reference Check Initiated...	Offer No offer
Resume / CV View	Form View	Add flags	



First name	Status	Expiry	View answers
Alexis	Completed	Feb 9, 2020	View answers
Regina	Completed	Feb 9, 2020	View answers
Sokha	Completed	Feb 9, 2020	View answers