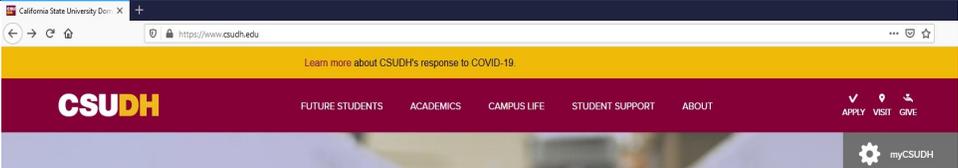# MANAGING REFERENCES

ACCESSING CS JOBS BY PAGEUP

1. Open a web browser and navigate to **my.csudh.edu**	
2. Enter your **Username** and **Password**	
3. Select "**EMPLOYEES**"	
4. Select **Recruiting** Select **CHRS Recruiting**	

MANAGING REFERENCES

1. Select the **PageUp** logo in the upper-left corner to return to your dashboard	
2. Click **Jobs** in the upper right-hand corner.	
3. Click on the **blue person icon** you will be taken directly to the applicants.	
4. Click on the **applicant's name** to be taken to the applicant card.	
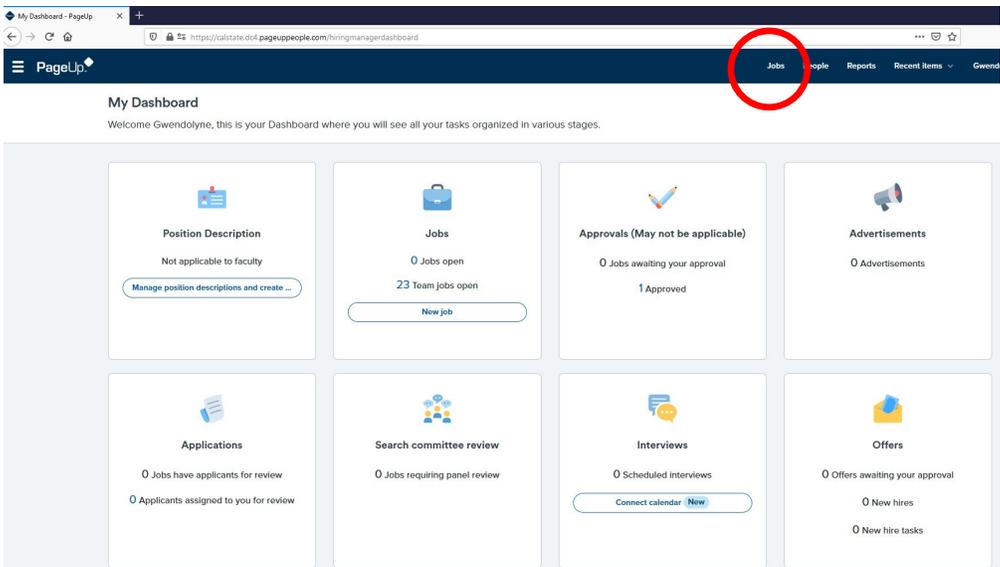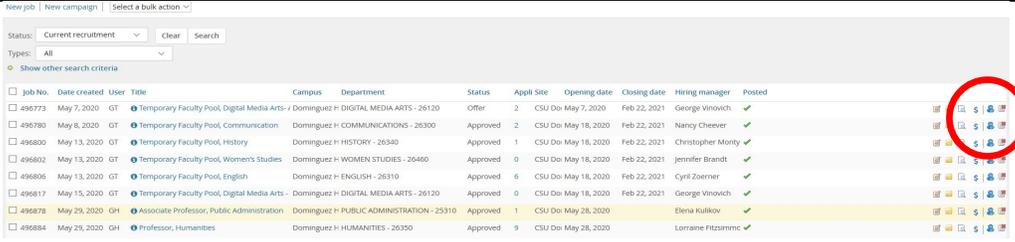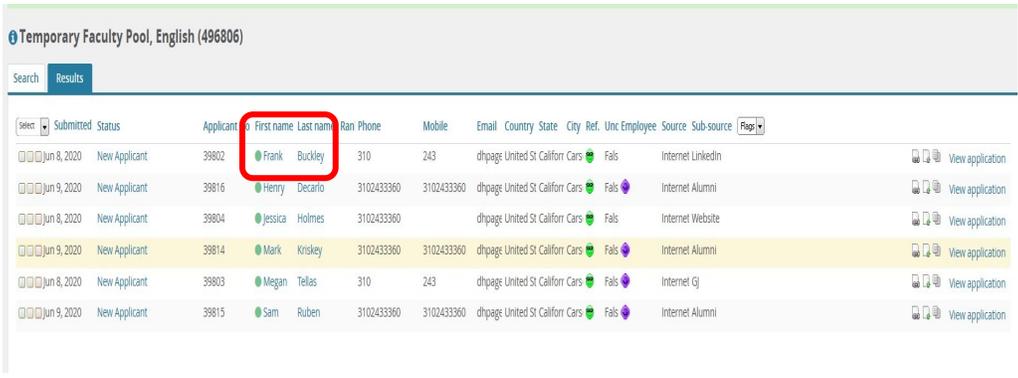
MANAGING REFERENCES

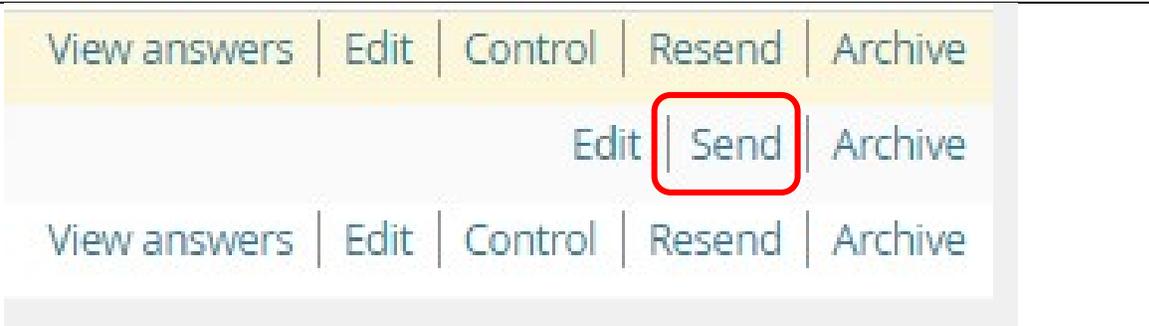|	
5. Click the ••• on the applicant card and scroll down to view references	**Frank Buckley** ● View profile Add flags Applications History Scheduled emails CRM Resume / CV ℹ 496802 - Temporary Faculty Pool, Women's Studies Date submitted Jul 24, 2020 Applied via Facebook Status changed Jul 24, 2020 Offer Extended Resume / CV View Form View Add flags ℹ 496780 - Temporary Faculty Pool, Communication Date submitted Jul 23, 2020 Applied via Alumni Status changed Jul 23, 2020 Offer Extended Resume / CV View Form View Add flags ℹ 496806 - Temporary Faculty Pool, English Date submitted Jun 8, 2020 Applied via LinkedIn Status changed Aug 6, 2020 Prepare Offer Offer accepted Resume / CV View Form View Add flags *Menu:* Communicate / Compile and send / New booking to an existing event / New booking to a new event / New task/reminder / New form / **New referral** / **Send application** / Send application and change status / View references / Onboarding / Undisclose application
6. Click **send** to email referee.	View answers | Edit | Control | Resend | Archive Edit | **Send** | Archive View answers | Edit | Control | Resend | Archive
7. Select Online reference form. **DH – Faculty Reference Form** **Enter** expiration days. **Click** Send.	Online reference check form:* DH - Faculty Reference Form Expiry Days:* [ ] E-mail from:* noreply@calstate.edu E-mail subject:* Reference for {FIRSTNAME} {LASTNAME} E-mail body:* Merge fields Hi {REFEREEFIRSTNAME} {REFEREELASTNAME}, {FIRSTNAME} {LASTNAME} is a candidate for the {JOBTITLE} position at the {BRAND} campus of our California State Univ... provide your reference as soon as possible so that we may give the candidate due consideration for this role. Click the following link for specific instructions and to provide the reference: {REFERENCECHECKURL} Please be advised that the link above will expire on {REFERENCECHECKEXPIRY}.
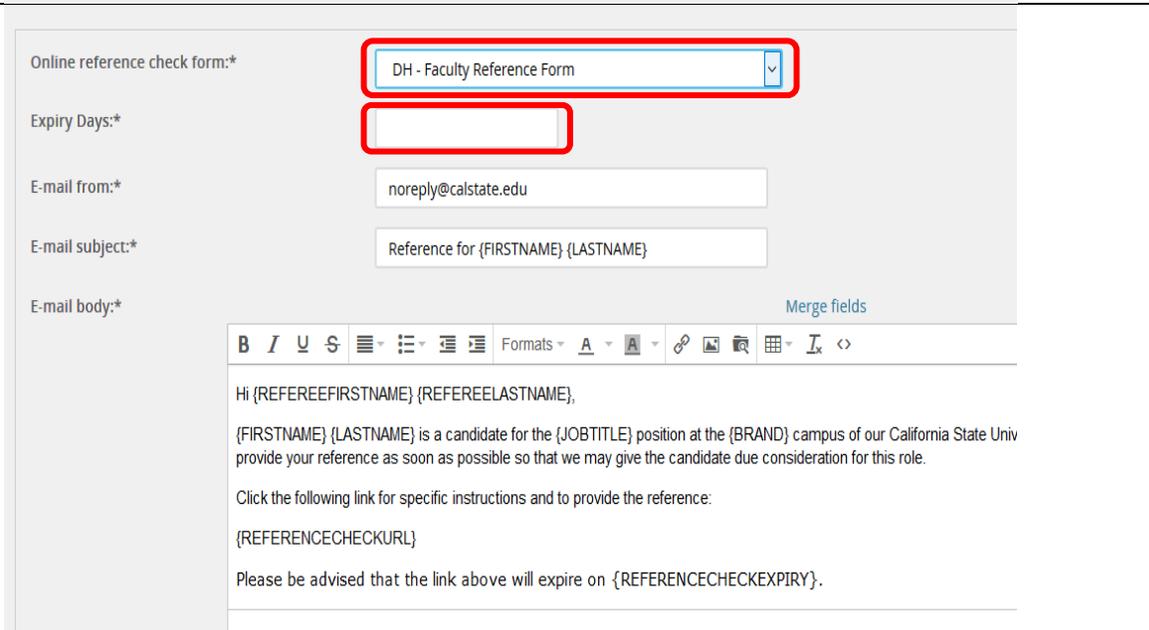
8. Email message sent to referee.	Sent via reference request Aug 14, 2020, 9:38am
	From: noreply@calstate.edu To: gtaylor@csudh.edu
	Subject: Reference for TEST Taylor
	Hi Test - Gwendolyne Test - Taylor,
	TEST Taylor is a candidate for the Temporary Faculty Pool, Art & Design - Design Instruction position at the Dominguez Hills campus of our California State University system and has identified you as a reference. Please provide your reference as soon as possible so that we may give the candidate due consideration for this role.
	Click the following link for specific instructions and to provide the reference:
	https://admin.dc4.pageuppeople.com/gateway/Default.aspx?sData=UFUtVjMt34fUXl6DYCcSMud8HCboj8iGxy8CFvQmtAHP0y-QGajUynscXS5XUL6V0YQnCyUrhw6GOvx2IDM6641ggPEz7gZljm6OwwFBZNWVpuJONhGJQ00VgMTpq1I5ggELsDzP_eGD2P3CBUf8EB2Epar8JZN0zIpLkhkT2XB9xjalRXQ%7
	Please be advised that the link above will expire on Aug 19, 2020.
	If prompted, please enter the following information:
	Pin: 8323
	Password: XwBsNpL7Lp
	You may refer any questions about this reference check to our team. Note that we may also follow up with you regarding any questions we might have about the information you've provided. Thank you for taking the time to complete this document thoroughly and completely.
	Sincerely,
	Gwendolyne Taylor
	Dominguez Hills
	gtaylor@csudh.edu

MANAGING REFERENCES

9. Questions sent in email to referee. Referee can also upload letter of reference in reply.

See page #6 for full version of letter template.

8/14/2020   Reference check - California State University

Reference check

You are providing a reference for **TestTaylor Taylor** for the position **Temporary Faculty Pool, Art & Design - Design Instruction.**

Please fill in all mandatory fields marked with an asterisk (*).

CSUDH
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Letter of Recommendation

Thank you for taking the time to provide your letter of recommendation. Please answer the questions below and upload your letter.

If you have any issues with this form or do not wish to provide a letter, please contact the Office of Faculty Affairs and Development at 310-243-3766 or 3767.

Name of Referent:*

Title/Rank/Position:

Referent's Affiliation/ Employer:*

In what capacity do you know the applicant?:

How long have you known the applicant?:

Upload Confidential Letter of Recommendation:*

Upload file

---

10. References can be managed from this screen. Status will show if the references have been requested and if they are completed, pending or expired.

Manage references

New | Send invitations

Job: Assistant or Associate Professor of Materials Engineering (492765)

Status: Active ▼

Clear | Search

First name	Last name	Type of reference	Status	Expiry	Score	Organization	Position Title	Phone Number	E-mail	Length of Tenure	
Lenora	Rodgers	Professional	Completed	19 Feb 2019		California State University, San Bernardino	Tester	546-546545-54648	lenora@csusb.edu		View answers | Edit | Control | Archive
Tammy	Dietzel	Professional	Completed	19 Feb 2019		California State University, San Bernardino	Tester	5558-555-*55525	Tammy.Dietzel@csusb.edu		View answers | Edit | Control | Archive
Stacey	Barnier	Professional	Completed	19 Feb 2019		California State University, San Bernardino	Tester	546-5464-5464668	SBarnier@csusb.edu		View answers | Edit | Control | Archive

Page 1 of 1 Jump to page [ ] ▶   Records 1 to 3 of 3

Manage references

11. Actions for references	

View Answers	Allows you to view the reference form and letter submitted
Edit	Allows you to edit the reference providers information
Control	Allows you to upload the letter for the reference provider
Send/Resend	Allows you to send or resend the email requesting the reference
Archive	Archive- This will not be used

Manage references

New | Send invitations

Job: Assistant or Associate Professor of Materials Engineering (492765)

Status: Active ▼   Clear | Search

First name	Last name	Type of reference	Status	Expiry	Score	Organization	Position Title	Phone Number	E-mail	Length of Tenure	
Lenora	Rodgers	Professional	Completed	19 Feb 2019		California State University, San Bernardino	Tester	546-546545-54648	lenora@csusb.edu		View answers	Edit	Control	Archive
Tammy	Dietzel	Professional	Completed	19 Feb 2019		California State University, San Bernardino	Tester	5558-555-*55525	Tammy.Dietzel@csusb.edu		View answers	Edit	Control	Archive
Stacey	Barnier	Professional	Completed	19 Feb 2019		California State University, San Bernardino	Tester	546-5464-5464668	SBarnier@csusb.edu		View answers	Edit	Control	Archive

Page 1 of 1 Jump to page [ ] ▶   Records 1 to 3 of 3

Manage references

New | Send invitations

Job: Assistant or Associate Professor of Materials Engineering (492765)

Status: Active ▼   Clear | Search

First name	Last name	Type of reference	Status	Expiry	Score	Organization	Position Title	Phone Number	E-mail	Length of Tenure	
Reference	One	Professional	Invitation Expired	1 Mar 2019		cpslo	sjksdj	aslkjdasljdkaslkj;	jmyers@calpoly.edu		View answers	Edit	Control	Resend	Archive
Reference	Two	Professional	-			lkasdfjsdfljk	laskdjfsdalkfj	l;akdjsfsdlakfj	justjen805@gmail.com		Edit	Send	Archive
Reference	Three	Professional	Invitation Expired	6 Feb 2019		slkadjfasdfjl	jkaslfkjasddfjlk;	aslkjfdlaskdjf	cppgup@gmail.com		View answers	Edit	Control	Resend	Archive

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12. Email received when reference is complete and ready to review.	

From: noreply@calstate.edu
To: Gwendolyne D. Taylor
Subject: Application Reference Checks Complete
Date: Friday, August 14, 2020 9:49:54 AM

Hi Gwendolyne,

The current reference checks for TEST Taylor's application have all either been completed or expired.

Job Number: 496915

Working Title: Temporary Faculty Pool, Art & Design - Design Instruction

Completed reference checks:

- Test - Gwendolyne Test - Taylor

Expired reference checks:

Regards,

The Recruitment Team

Reference check

You are providing a reference for **TestTaylor Taylor** for the position **Temporary Faculty Pool, Art & Design - Design Instruction.**

Please fill in all mandatory fields marked with an asterisk (*).

Letter of Recommendation

Thank you for taking the time to provide your letter of recommendation. Please answer the questions below and upload your letter.

If you have any issues with this form or do not wish to provide a letter, please contact the Office of Faculty Affairs and Development at 310-243-3766 or 3767.

Name of Referent:*

Title/Rank/Position:

Referent's Affiliation/ Employer:*

In what capacity do you know the applicant?:

How long have you known the applicant?:

Upload Confidential Letter of Recommendation:*

Upload file

Hi Gwendolyne,

The current reference checks for TEST Taylor's application have all either been completed or expired.

Job Number: 496915

Working Title: Temporary Faculty Pool, Art & Design - Design Instruction

Completed reference checks:

- Test - Gwendolyne Test - Taylor

Expired reference checks:

Regards,

The Recruitment Team

Reference check

You are providing a reference for **TestTaylor Taylor** for the position **Temporary Faculty Pool, Art & Design - Design Instruction**.

Please fill in all mandatory fields marked with an asterisk (*).

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Letter of Recommendation

Thank you for taking the time to provide your letter of recommendation. Please answer the questions below and upload your letter.

If you have any issues with this form or do not wish to provide a letter, please contact the Office of Faculty Affairs and Development at 310-243-3766 or 3767.

Name of Referent:**

Title/Rank/Position:

Referent's Affiliation/ Employer:**

In what capacity do you know the applicant?:

How long have you known the applicant?:

Upload Confidential Letter of Recommendation:**

Upload file

Submit

Sent via reference request Aug 14, 2020, 9:38am

From: noreply@calstate.edu   To: gtaylor@csudh.edu

Subject: Reference for TEST Taylor

Hi Test - Gwendolyne Test - Taylor,

TEST Taylor is a candidate for the Temporary Faculty Pool, Art & Design - Design Instruction position at the Dominguez Hills campus of our California State University system and has identified you as a reference. Please provide your reference as soon as possible so that we may give the candidate due consideration for this role.

Click the following link for specific instructions and to provide the reference:

https://admin.dc4.pageuppeople.com/gateway/Default.aspx?sData=UFUtVjMt34fUXl6DYCcSMud8HCboj8iGxy8CFvQmtAHP0y-QGajUynscXS5XUL6V0YQnCyUrhw6GOvx2IDM6641ggPEz7gZljm6OwwFBZNWVpuJONhGJQ00VqMTpq1I5qgELsDzP_eGD2P3CBUf8EB2Epar8JZN0zIpLkhkT2XB9xjaIRXQ%7

Please be advised that the link above will expire on Aug 19, 2020.

If prompted, please enter the following information:

Pin: 8323

Password: XwBsNpL7Lp

You may refer any questions about this reference check to our team. Note that we may also follow up with you regarding any questions we might have about the information you've provided. Thank you for taking the time to complete this document thoroughly and completely.

Sincerely,

Gwendolyne Taylor

Dominguez Hills

gtaylor@csudh.edu

CSUDH

FACULTY AFFAIRS & DEVELOPMENT

Faculty Search
Phone Reference Check Form

Instructions

1. **Complete a separate form for each phone reference check:**
   1.a) Three (3) phone reference checks for Tenured and Tenure-track recruitments.
   1.b) One (1) phone reference check for Non-tenure track recruitments.
2. **Please record your questions and answers in the comment section below.**
3. **Submit the form(s) to Faculty Affairs & Development, WH-368, attention Gennie Hardy.**
   Please see the "Guide to Completing Appropriate Phone Reference Checks" for more information.

FACULTY SEARCH INFORMATION

College/Division:

Department/Program/School of:

Name of Search:

Applicant's Legal Name:

REFERENT INFORMATION

Date of Reference Check:

Name of Referent:

Position: Phone No:

Referent's Affiliation:

Indicate method of contact : **Email**   Telephone

QUESTIONS/COMMENTS:

Signature   **Date**

REV. 8/2019