



HOW TO COMPLETE A REFERENCE CHECK

To start a reference check, you will receive an email or text invitation

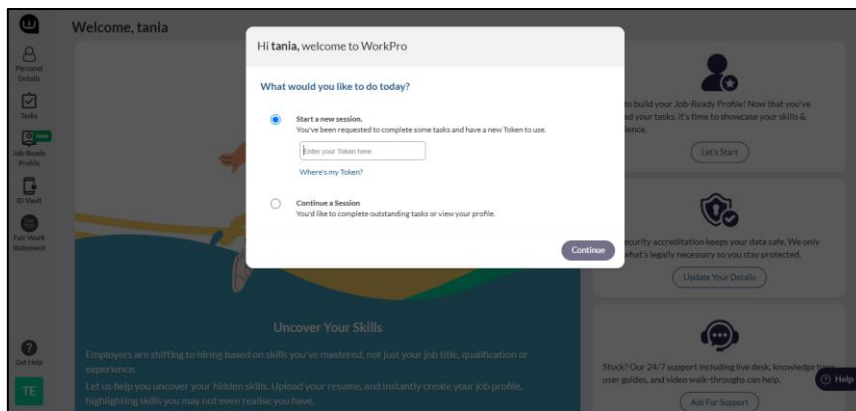
Step 1: Login or Create an Account

Click on the link, 'Login/Sign Up' and choose the Country/Region (AUS or NZ).

Hint: if you have a WorkPro account, your username will be included in the invitation.

If you do not have a WorkPro account, select 'CREATE YOUR WORKPRO ACCOUNT' located at the bottom of the login box.

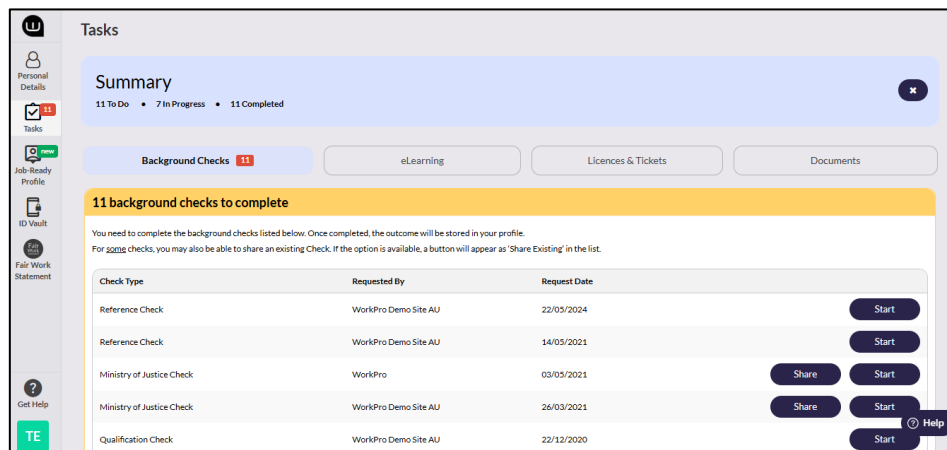
When you have created your account and/or logged in, enter the single use Token (contained in the invitation) and 'Continue'.



Step 2: Select 'View Tasks' to show the task/s that need to be completed.



Step 3: Select 'Start' next to the task you are completing.



Step 4: Enter the requirements for the check. The number of referees you have been asked to provide will be listed at the top of the screen. Complete all fields and 'Save' for each referee.

Note: The 'Submit' button will remain greyed-out until you have provided the required number of referees

Reference Check

- You have been requested to provide the details of 1 referee(s).
- The referees you provide will be contacted to obtain your reference.
- It is recommended you notify your referees by contacting them before submitting their details.

Candidates who notify their referees get their references back faster. It's important to get in touch with your referees!

Referee's Name:

Referee Type:

Referee's Relationship to You:

E.g. Manager, Team Leader, Colleague

Referee's Email:

Referee's Phone:

+61

412 345 678

CLOSE

SUBMIT

If you have been asked to provide more than 1 referee, select 'Add' and repeat this process until all required referees have been added, then 'Submit'.

Your referee/s will be sent an email or text invitation to complete the check.

Once the check is submitted, the status will update in your digital profile to 'In Progress'. There is nothing further to do, unless you receive a further email from your employer requesting additional referees.

Note: it is a good idea to contact the Referees to let them to know to expect an email invitation to complete a reference for you.

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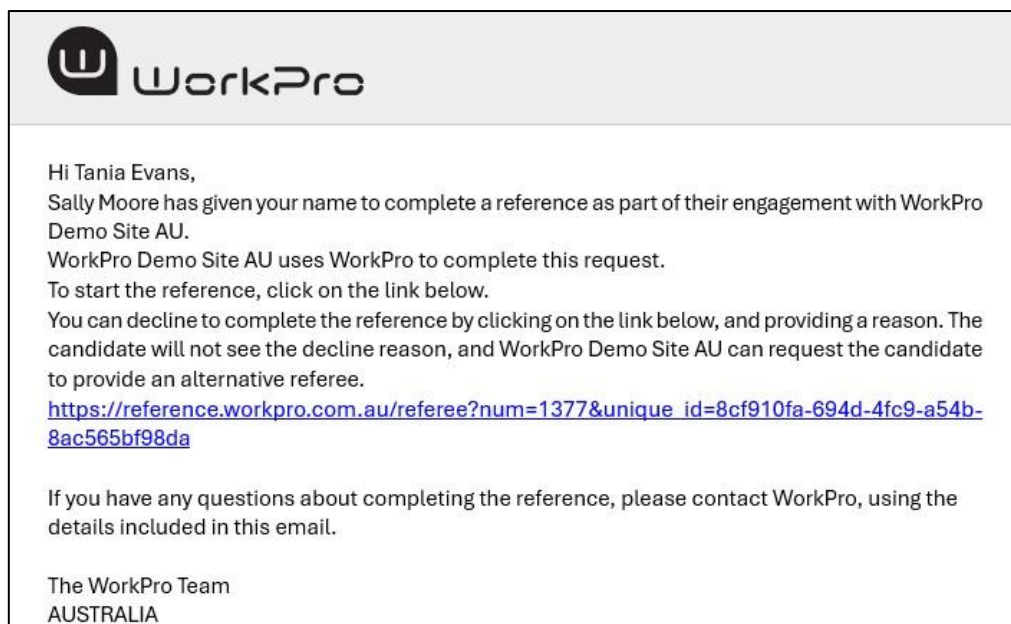
In progress.

All referees have been sent a request to complete a reference.

Referee's Name	Email	Phone	Status	Date
TEST REFEREE	TESTMANAGER@TEST.COM....	(AU) 0490000000	Request Sent	26/08/2022
TEST REFEREE 2	MD@TEST2.COM.AU	(AU) 0460123123	Request Sent	26/08/2022

CLOSE

Below is an example of the email your referee/s will receive



Your employer may email you for additional referees when:

- One of your referees has declined to provide a reference
- The email you provided for your referee has 'bounced'

Once the check has been completed, you will receive an email confirmation, and your profile will update to 'Finalised'.