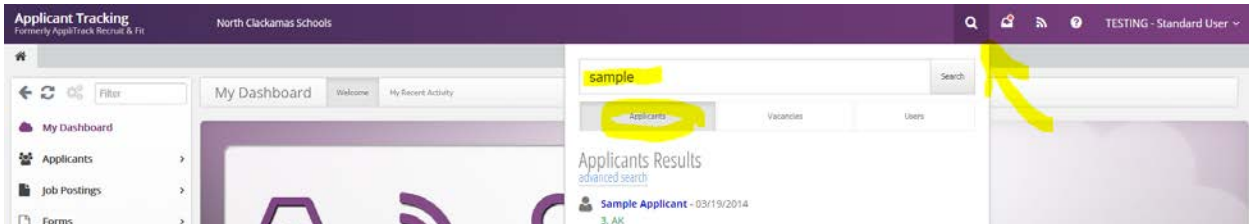


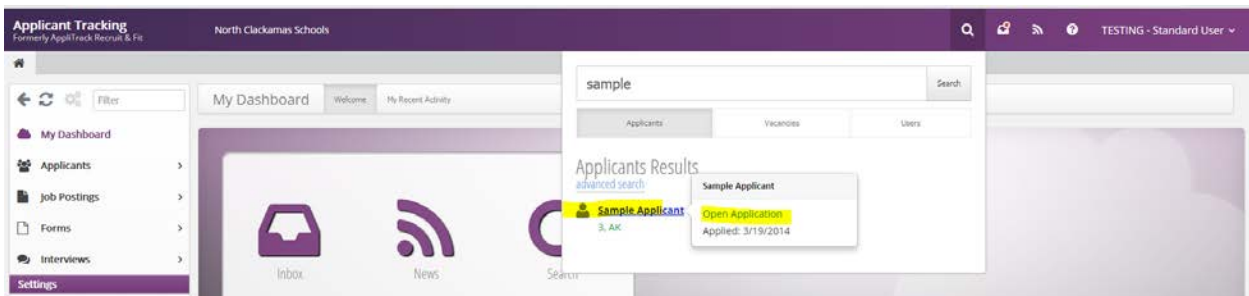
HOW TO COMPLETE A FORM FOR AN APPLICANT (VERBAL REFERENCE CHECK OR RECOMMENDATION TO HIRE)

Start by knowing which applicant you want to work with and which job ID/vacancy you are working with.

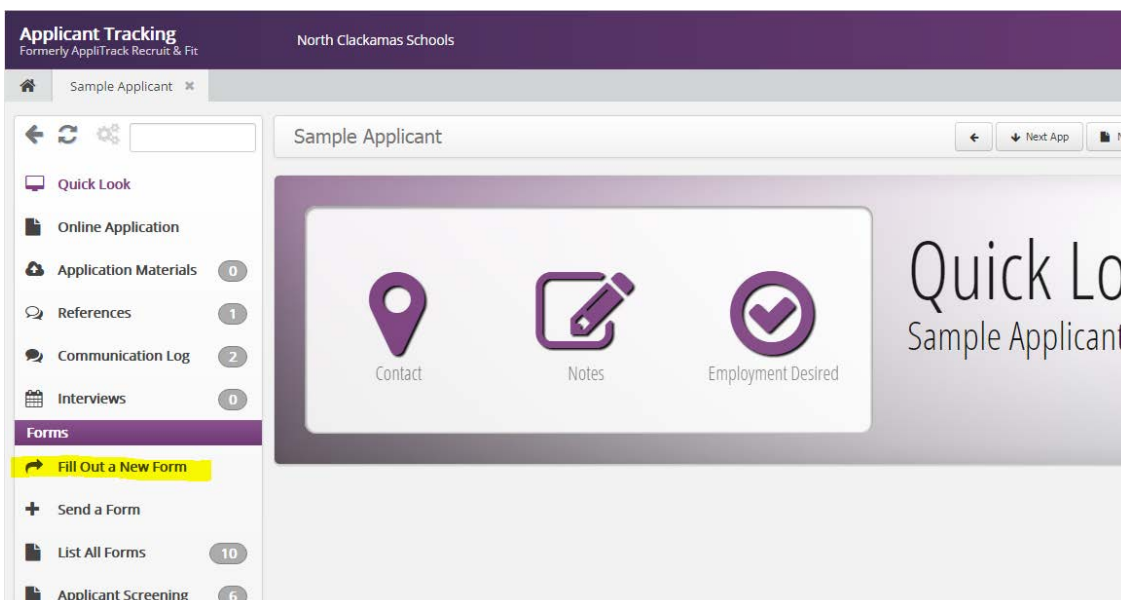
Search for the **Applicant**. Click on the **magnifying glass** in the upper right portion of screen, type in the popup box a portion of the applicant's name, then click on **Applicants** tab.



Click on the correct applicants in the **Applicants Results** section, then click on **Open Application**.



At the Quick Look screen, select **Fill Out a New Form** on the left sidebar.



Select which form you need to complete by checking the box next to the form name, then Continue with Selected Forms

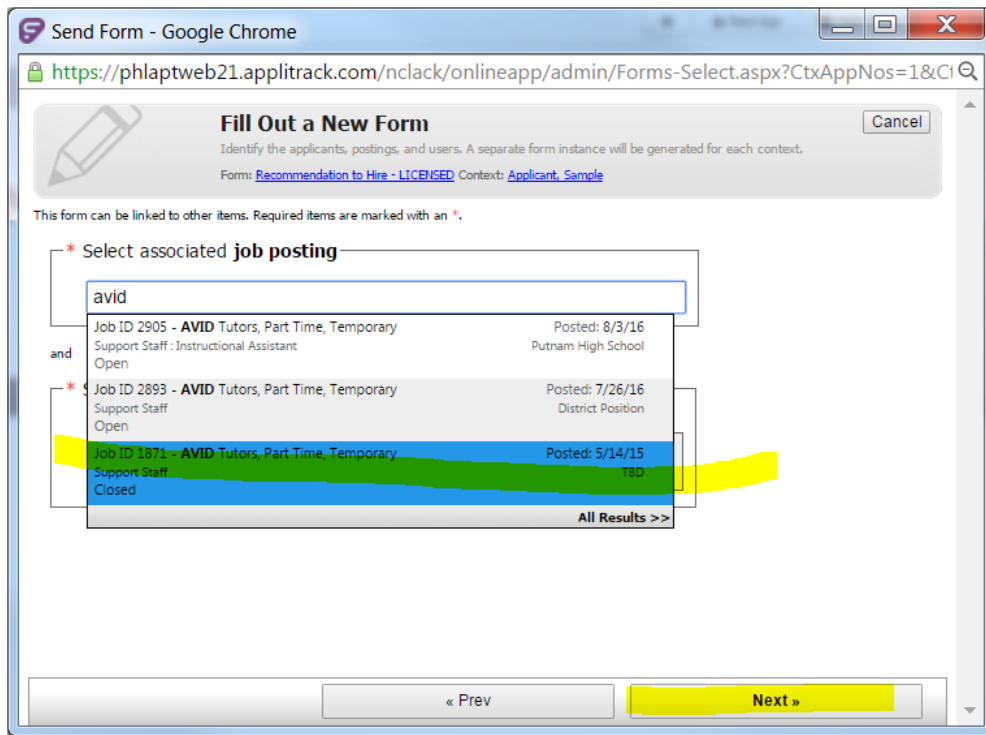
Fill Out a New Form
Select from the available form types below
Form: [edit](#) Context: [Applicant_Sample](#) Cancel

Search	Type	Workflow
Applicant Screening		
<input type="checkbox"/> Recommendation to Hire - CLASSIFIED - preview	Standard Form	Multi-Step
<input type="checkbox"/> Recommendation to Hire - CLASSIFIED - Notice of Offer Extended - preview	Standard Form	Multi-Step
<input type="checkbox"/> Recommendation to Hire - LICENSED - preview	Standard Form	Multi-Step
<input type="checkbox"/> Verbal Reference Check - Administrative - preview	Standard Form	Single-Step
<input type="checkbox"/> Verbal Reference Check - Classified - preview	Standard Form	Single-Step
<input type="checkbox"/> Verbal Reference Check - Licensed - preview	Standard Form	Single-Step

Selection of multiple forms having mixed context or workflow types is not allowed.

Continue with Selected Forms »

If completing a Recommendation to Hire, you will now enter the job posting associated with the form, either ID# or posting name. Select the correct posting, then **Next**.



When you are finished completing the form, remember to **type your name** next to Click to Digitally Sign, then **click** to Digitally Sign it.



Or



Then, scroll to the bottom, and Submit Form.

