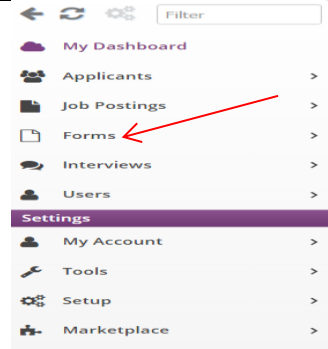
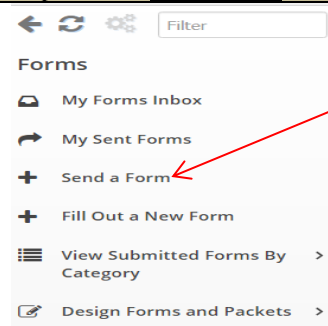


# AppliTrack Reference Check

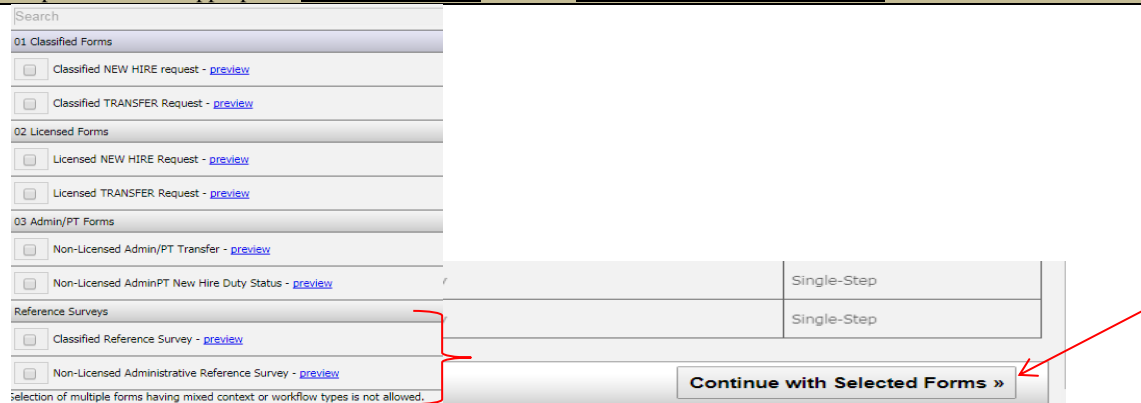
## Step 1- From Home select **Forms**



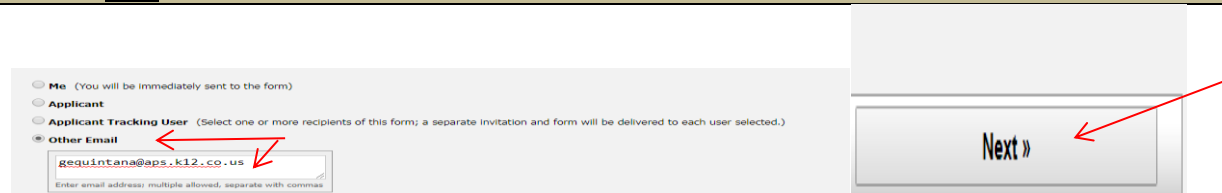
## Step 2- Select **Send a Form**



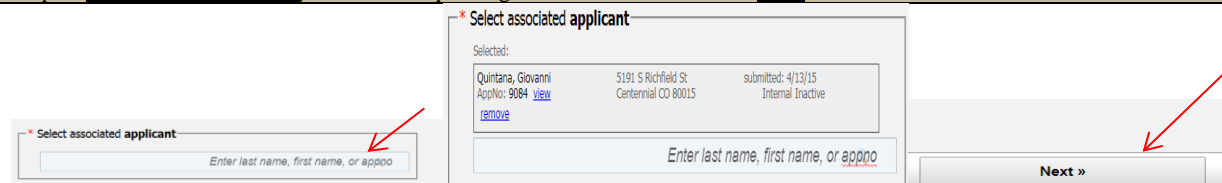
## Step 3- Select the appropriate **Reference Survey** and then **Continue with Selected Forms**



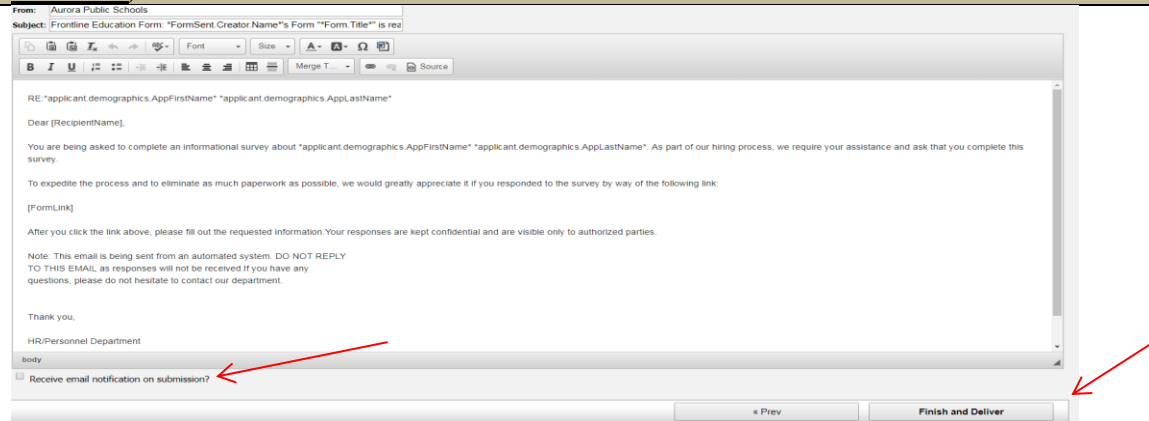
## Step 4- Select **Other Email** and enter the email address (or multiple addresses) of who will be filling out the reference form, then click **Next**



## Step 5- **Select the Applicant** you will be requesting the references then click **Next**

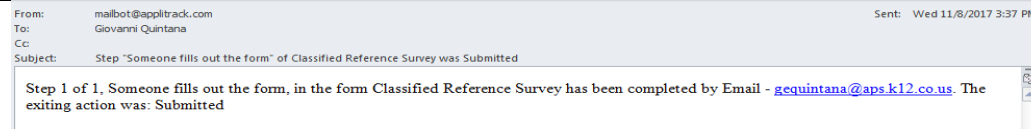


**Step 6- Click Finish and Deliver to send email to recipients (you may check the box to Receive Email Notifications on Submission)**

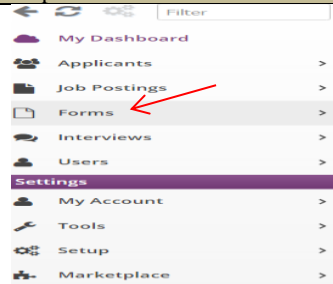


**Step 7- Email has been sent to recipient and recipient fills out the form (same questions as on hard copy)**

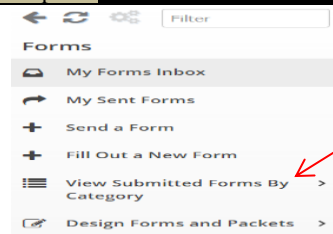
**Step 8- Once the form is submitted you will receive an email indicating that it is completed**



**Step 9- From Main Menu click on Forms**



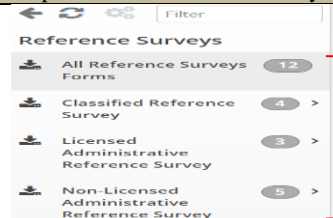
**Step 10- View Submitted Forms by Category**













**Step 11- Reference Surveys**



**Step 12- Select reference survey category**



Step 13- All Forms

-  New Classified Reference Survey
-  Edit Form Definition
-  All Forms **4**
-  By Creator >
-  By Currently Assigned >
-  By Status >
-  By Response >
-  Show all applicants that have this form **2**
-  Show all employees that have this form **0**
-  Show all jobs that have this form **0**

4

2

0

0

Step 14- Print- to view and print the completed reference survey

 Edit

[Print](#)

Classified Reference Survey

Giovanni Quintana

1