companies would typically want to see key information and features that help them effectively manage and track the reference checking process. Here are some elements that a hiring company might expect to see in a reference checking system dashboard:

1. Overview and Summary: A high-level summary of the reference checking process, including the number of references:

- pending,
- completed
- in progress. This provides a quick snapshot of the overall status.

2. Candidate List: A list of candidates who have undergone reference checks, displaying their

- names
- positions
- stage of the reference checking process they are in (e.g., pending, completed, in progress).

3. Reference Progress: An indication of the progress made for each reference check, such as:

- whether the reference has been contacted
- the response status (completed, pending, declined)
- any notes or comments related to the reference.

4. Reference Details: A detailed view of each reference, including the:

- reference's name
- contact information
- relationship to the candidate
- summary of the reference feedback or comments provided.

5. Communication Logs: A log or history of all communication activities related to the reference checks, including:

- dates and times of contact attempts
- outcomes of those attempts
- any additional notes or follow-up actions.

6. Reminders and Notifications: A section that provides reminders or notifications for:

- pending reference checks
- upcoming deadlines, or follow-up actions required. This helps ensure that the reference checking process stays on track.

7. Analytics and Insights: Data visualizations or analytics that provide insights into the reference checking process, such as:

- average response times
- completion rates
- overall reference feedback trends. This helps hiring companies identify patterns or areas for improvement.

8. Customization and Filters: The ability to customize the dashboard view based on specific criteria, such as filtering candidates by:

- position
- department
- stage of the hiring process. This allows users to focus on relevant information and streamline their workflow.

9. Export and Reporting: Options to export reference check data or generate reports in various formats (e.g., PDF, Excel) for further analysis, sharing with stakeholders, or compliance purposes.

10. User Management: If there are multiple users involved in the reference checking process, the dashboard may include user management features to assign roles, permissions, and track user activity.