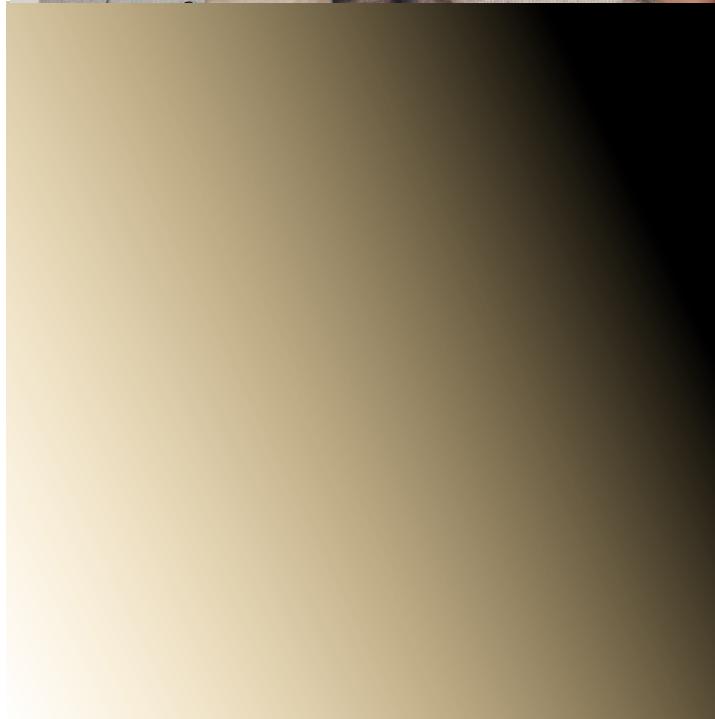


OneReference

User Guide

BY OneReference
Product of umbrellacapital





User Profile

Candidate

Description

An individual searching for a job opportunity and requires a reliable reference for employment.

SIGN UP

Sign up and join Onereference. You have two options to complete sign up. Conduct a manual signup or use linkedin to signup if you already have a linkedin profile

CREATE PROFILE

Create profile by capturing your personal information

ADD REFEREES

Manually capture referee details Or invite referees to join and complete their profile details.

INVITE REFEREES

Invite all your referees to join the site. They can be contacted by agents to complete a referrals

SEND NOTIFICATION

Send notification to referees when you actively being recruited.

VERIFICATION

See the status of completion by each referee. Conducted referrals remain confidential.

CONNECT WITH AGENT

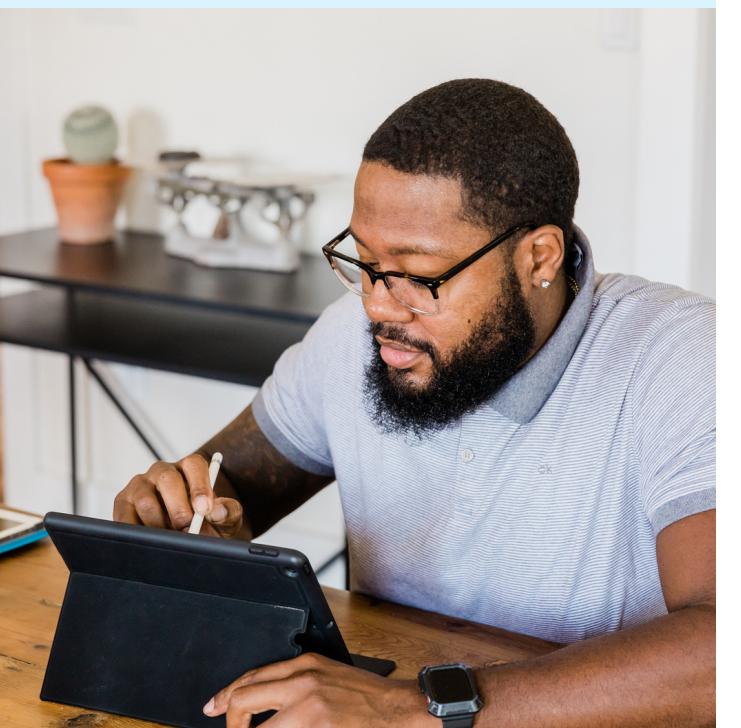
Search and connect with an agent conducting a referral check.

INVITE AGENT

Send a link to an agent you have engaged with if they do not have a profile.

ACCEPT AGENT INVITE

View and accept agent invites to connect. These are agents looking to conduct a referral check.



User Profile

Recruitment agent

Description

An individual/company conducting a referral check on behalf of a potential job candidate.

SIGN UP

Sign up and join Onereference. You have two options to complete sign up. Conduct a manual signup or use linkedin to signup if you already have a linkedin profile

CREATE PROFILE

Create profile by capturing your personal information.

CREATE QUESTIONNAIRES

Create a questionnaire that can be distributed to a candidate's referees

FIND CANDIDATES

Search and connect with candidates that you want to conduct a referral check on.

INVITE JOB CANDIDATES

Invite candidates to join the Onereference site with a simple link. If these candidates are not subscribed to the platform.

SHARE QUESTIONNAIRE

Distribute the created questionnaires to the referees of the job candidate.

REVIEW QUESTIONNAIRE RESULT

Review current status of completion by referees. Review all questionnaire results.

SEND REMINDER

Send notification to remind referees to complete questionnaire.

CHECK AVAILABILITY

Check referee availability for best time to connect and conduct verbal interview.

Referee

COMPLETE REFERAL

Complete a referral on behalf of the candidate by following the link to the survey as provided. This process does not need you to have a profile created.

CREATE REFEREE PROFILE

The referee can signup and complete the profile manually or use linkedin for a faster signup.

CREATE CANDIDATE PROFILE

The referee can create a candidate profile and also get their referral checks completed by their referees. The candidate profile allows you to invite and add referees to your newly created profile

IMPORTANT NOTE

The information & surveys completed by the referee remain confidential and not available to the candidate.



THANK YOU

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