

Complete your Reference Check Assessment

Reference checks are a requirement for employment with Presbyterian Senior Living. You must have the email address of the references you plan to submit for this process.

You must submit your 3 references in a timely manner. You cannot move forward in the onboarding process until your 3 references have been submitted, and a minimum of 2 acceptable references have completed the assessment.

You will receive an email from: **Assessments Team** noreply@healthcaresource.com with the subject line: **References Request | [Job Title] at Presbyterian Senior Living.**

Assessments Team <noreply@healthcaresource.com>
References Request | Line Cook at Presbyterian Senior Living



Melanie,

Thank you for your interest in Presbyterian Senior Living.

As part of your onboarding, we require a reference check. We use an online process to keep things moving quickly.

To get started, use the link at the end of this email, then follow the instructions below:

Add the names and contact information for at least **three** professional and/or educational references. If unable to obtain professional and/or educational references, personal references may be considered, but may not be immediate family members. Our system will send them an email with a link to some questions about you.

The sooner you complete this, the sooner we can move to the next step in the onboarding process. It should take you about 15 minutes to complete. Please begin now, or as soon as you're able.

There are additional helpful instructions on the [Presbyterian Senior Living \(PSL\) New Hire Page](#).

DO NOT REPLY to this email as it is system generated.

Thank you,

Presbyterian Senior Living Human Resources

Invitation link:

<https://ref.healthcaresource.com/user/acceptInvitation?code=20e9a07819488fc5e5e4dc597d6d38fb22201c60>

To submit your references, simply click on the **Invitation link** at the bottom of the email.

This will open the **Accept Invitation** page. Your name, username (your email address), and your email address will be pre-populated. You must **create your own password**.

Under Terms and Conditions, check the **I agree to the Terms and Conditions** before clicking **Sign Up**

Accept Invitation

Personal Information

First Name *

Last Name *

Preferred Language ▼

Gender ▼
[Optional - Why do you need this?](#)

Race ▼
[Optional - Why do you need this?](#)

Age ▼
[Optional - Why do you need this?](#)

Fields with * are required.

Account Information

Username *

Email *

Create Password * ?

Confirm Password * ?

Fields with * are required.

Terms and Conditions

I agree to the [Terms and Conditions](#)

Sign Up

Next will be your **Candidate Dashboard**. You must click **Sign Disclosure** before Adding any references.

symplr [Dashboard](#) [References](#) Walter Disney ▼ Help ▼

Candidate Dashboard

Use this page to begin, and check, the status of your reference checking process.
Please Sign Disclosure before adding references.
To add additional references to a position, click on the "References" tab and the "Add Reference" option.

My Status

Test Job - **In Progress**

Presbyterian Senior Living
Presbyterian Senior Living – Administrative Office
Position status: Active

Invited By:
HCS Recruiter
Invited Date:
February 14, 2024 11:49 pm

References

0 of 3 references added (2 required)
0 of 3 references completed

Signed Disclosure ✖

Please Sign Disclosure before adding references. [Sign Disclosure](#) [Add Reference](#)

Page 1 of the Disclosure: Enter your Full Name and then click Next

symplr [Dashboard](#) [References](#) Walter Disney ▾ Help ▾

Disclosure

As part of the application process you are engaged in with Presbyterian Senior Living (referred to hereinafter as the "Employer"), you will be asked to provide names and contact information for up to five (5) references. We will then provide those references with a brief survey, to which they will have the opportunity to provide input that may address your character, general reputation, personal characteristics, work history, mode of living, and/or other factors relevant to your application and potential employment. Once we hear back from those references, we will provide the Employer with a report summarizing the information they have provided.

Authorization

I have carefully read and understand this Disclosure and Authorization Form and the attached Summary of Rights Under the Fair Credit Reporting Act. In typing my name below, I intend to and hereby authorize HealthcareSource and/or its agents to obtain and furnish to the Employer identified above information related to my background to be used for employment purposes. In typing my name below, I intend to and hereby also authorize the references I identify to furnish the information requested by HealthcareSource for employment purposes. In typing my name below, I agree that my typed name shall have the same force and effect as my written signature.

Page 2 of the Disclosure: Click Next

to Obtain an Investigative Consumer Report

As part of your application for employment with Employer, you will provide symplr with names and contact information for up to five (5) references. symplr will then provide those references with a brief survey, in response to which they will have the opportunity to provide information about you. symplr will provide the Employer with a report summarizing the information your references have provided, including information as to your character, general reputation, personal characteristics, work history, mode of living, and/or other factors relevant to your application and potential employment.

This type of report is considered an "investigative consumer report" under the Fair Credit Reporting Act (the "Act"). Accordingly, the Employer is required to provide you with these disclosures, and to obtain your written (electronic or otherwise) authorization for us to contact your references, obtain the requested information, and provide the Employer with a report. As part of our contracted services to the employer, we are providing these notices and obtaining your authorization on behalf of the Employer.

Because the information sought will pertain to your application for employment, it is anticipated that your references will include former or current supervisors. However, you may also choose to provide the name of a neighbor, friend, associate, co-worker or other person with whom you are acquainted, or who has knowledge of such items of information.

You have a right to request additional disclosures regarding the investigation requested in connection with the investigative consumer report. Specifically, you have the right to make a written request to symplr, acting on the Employer's behalf, within "a reasonable period of time," which we deem to mean ten (10) business days after your receipt of this notice, for a complete and accurate disclosure of the nature and scope of the investigation requested. This written request may be made electronically, by emailing legal@symplr.com, or via U.S. mail or commercial carrier 100 Sylvan St., Suite 100, Woburn, MA 01801, Attn: Legal.

Page 3 of the Disclosure: Click Finish

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

Federal Trade Commission Consumer Response Center 600
Pennsylvania Avenue, N.W. Washington, DC 20580 (877)
382-4357

You will now see your disclosure marked as signed. You may now click **Add Reference**.

Candidate Dashboard

Use this page to begin, and check, the status of your reference checking process.
Please Sign Disclosure before adding references.
To add additional references to a position, click on the "References" tab and the "Add Reference" option.

My Status

Test Job - In Progress

Presbyterian Senior Living
Presbyterian Senior Living –
Administrative Office
Position status: Active

References

0 of 3 references added (2
required)
0 of 3 references completed

Invited By:

HCS
Recruiter
**Invited
Date:**
February 14,
2024 11:49
pm

Signed Disclosure ✓

Disclosure
Signed By - Walter Disney
05/09/2024 16:23:02
10.200.12.203

Add Reference

You must **enter all of the required fields (*)** for your reference before clicking **Next**.

Add Reference

Complete the information below to invite a Reference. Be sure to provide information such as 'Reference Title' from the time you and the reference worked together.
You are submitting the reference for the Test Job position.
If you do not see any positions in the position dropdown, please return to the dashboard to sign the disclosure documents.

General Information

Reference Prefix

Select

Reference First Name *

Melanie

Reference Last Name *

Smith

Reference Preferred Language

US English

Reference Was My *

Lead/Supervisor

How long have you and this reference
known each other? *

Three Months or Less

At This Company *

Test Company

Reference Email *

melanielenker@gmail.com

Reference Title *

Director

Did you and the reference work
together at this company? *

Yes

Does the reference still work at this
company? *

Yes

Can this reference provide employment
verification information? *

Yes

Fields with * are required.

Next

Cancel

Select **Reference Job Category** and **Reference Job Level**. Click **Next**.

Your Association with Melanie Smith

Reference Company	Test Company
Reference Job Category *	Select
Reference Job Level *	Select

Describe your working relationship

*Fields with * are required.*

Reference's Current Information

Current Company * Test Company

Current Job Title * Director

Current Job Category * Select

Current Job Level * Select

Street

City

Zip

Country Select

State / Province / Territory N/A

Phone

Mobile

*Fields with * are required.*

Back **Next** Cancel

Click **Send Invitation to Reference**.

Review the Email

Subject:

Please provide a reference for Walter Disney

Body:

Melanie Smith,

I am writing to request your assistance. I am currently considering a role with Presbyterian Senior Living for a position of Test Job and am hoping that you could take a moment to answer some basic questions about our experiences working together.

This process varies from a normal reference check in a couple important ways:

- 1.) This is done online and will take you no longer than 5-10 minutes to complete. You will be answering a short series of questions about me. In order to respect your time, this is designed to be fast and easy for you to complete.
- 2.) I would ask that you please be as candid and honest in your responses as possible. The only way to truly help me in a process like this is your accurate assessment of our experiences together.
- 3.) I would appreciate your timely response as it directly impacts my onboarding process.

Here is the link to begin:

Note: If the link does not open when you click on it copy and paste it into an open web browser.

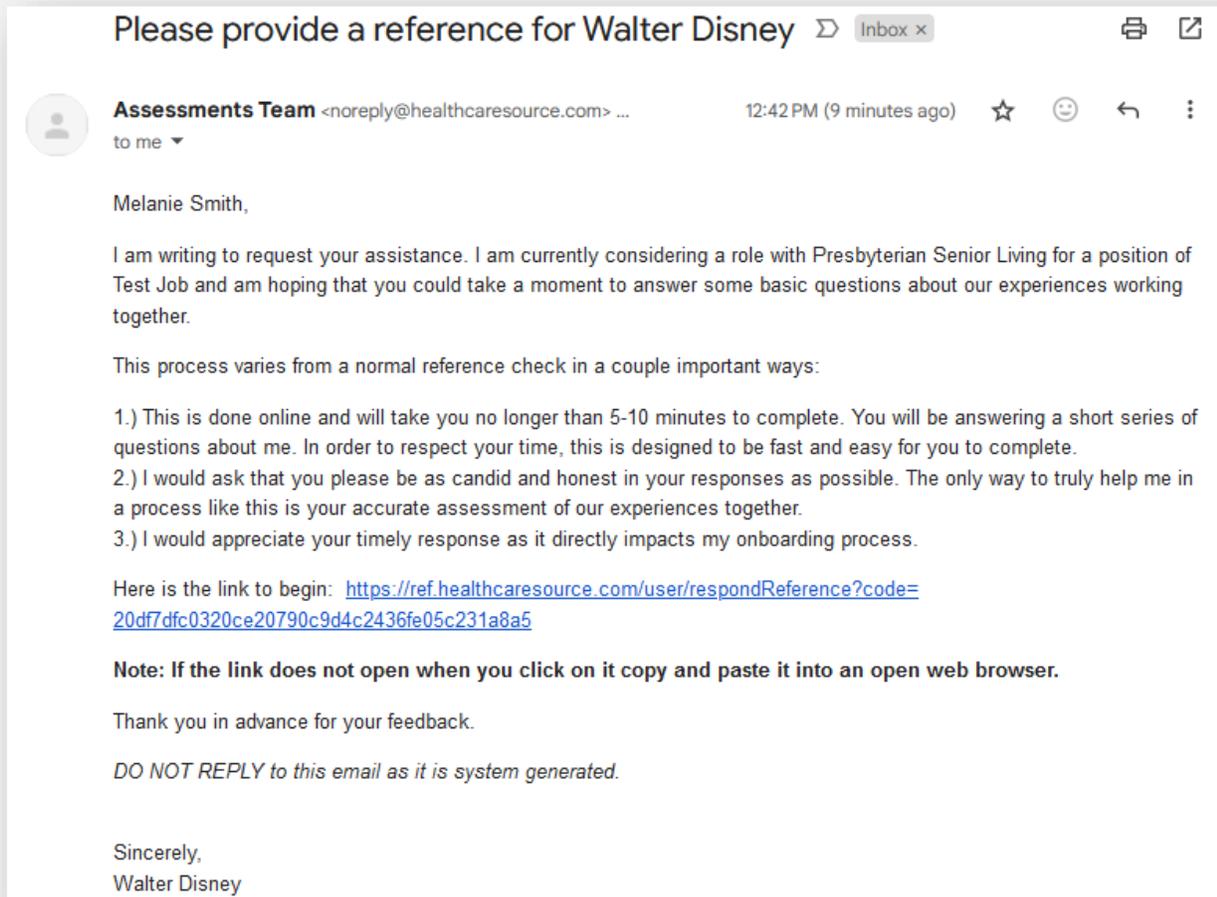
Thank you in advance for your feedback.

DO NOT REPLY to this email as it is system generated.

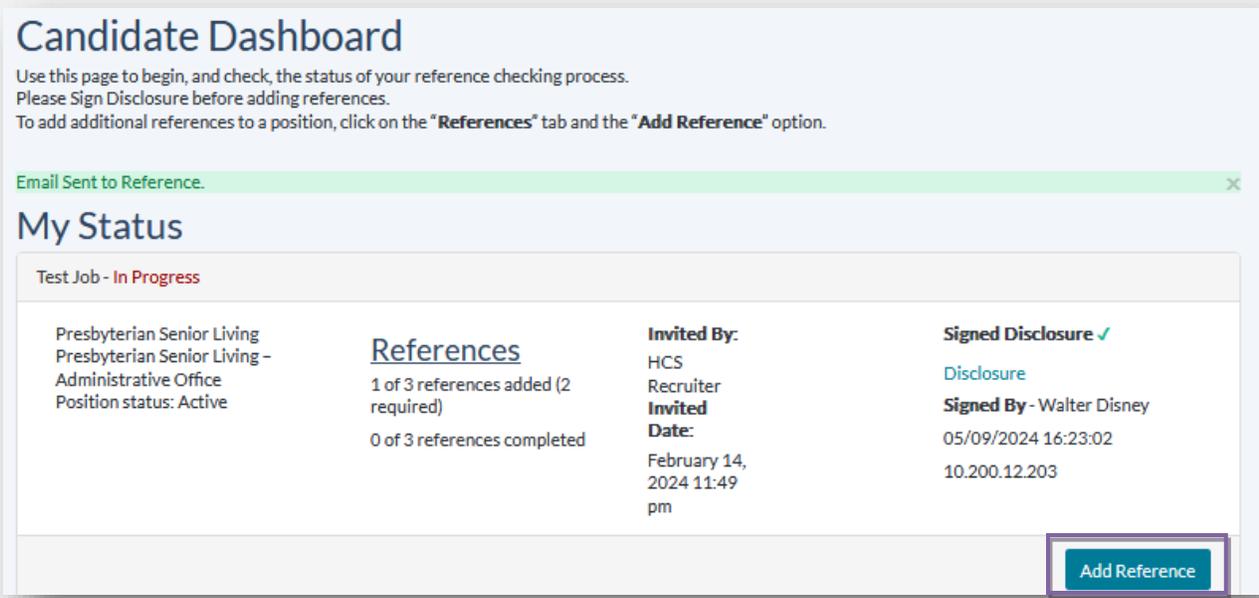
Sincerely,
Walter Disney

Back **Send Invitation to Reference** Cancel

Your reference will receive an email from **Assessments Team** noreply@healthcaresource.com with subject line: **Please provide a reference for [Your Name]**.



Once the email has been sent, you will be directed back to the Candidate Dashboard. Click **Add Reference** to repeat the process until you have added a minimum of 2 references.



You can check the status of your references at any time within the Candidate Dashboard by selecting **References** at the top.

You are responsible in ensuring a minimum of 2 of your submitted references complete the assessment.

The screenshot shows the Sympplr interface for the 'References' section. At the top, there's a navigation bar with 'sympplr', 'Dashboard', 'References' (selected), 'Walter Disney', and 'Help'. Below this is a heading 'References' and a sub-heading 'Test Job'. The main content area displays a table of references. The first row shows 'Presbyterian Senior Living - Administrative Office' with a dropdown menu for 'Melanie Smith' and the role 'Supervisor'. The status is 'Sent'. To the right are three buttons: 'Edit' (blue), 'Remind' (white with blue border), and 'Delete' (red). Below the table is a blue 'Add Reference' button.

You have a few options on this page. You may make changes to your submitted references:

- **Edit:** Displays the Edit Reference page, where you may edit their contact information, your description of your working relationship, and other associated details.
- **Remind:** Clicking this link (and clicking OK in the confirmation pop-up that displays) automatically sends the reference an email reminder to complete their reference assessment.
- **Delete:** Deletes the reference from your list of references.

This is a close-up of the reference entry from the previous screenshot. It shows the job title 'Test Job', the company name 'Presbyterian Senior Living - Administrative Office', the manager 'Melanie Smith', and the role 'Supervisor'. The status is 'Sent'. To the right are three buttons: 'Edit', 'Remind', and 'Delete'. Two purple arrows point to the 'Sent' status and the 'Remind' button.

You can also view the submitted references completion/sent status:

- **Sent:** Invitation has been sent to the reference's email address.
- **Undeliverable:** Invitation email has been bounced back by the email address provided. In these cases, you'll want to double-check the email address you entered to verify its accuracy.
- **Started:** Reference has received the assessment invitation and has begun working to complete it.
- **Completed:** Reference has completed the reference assessment.