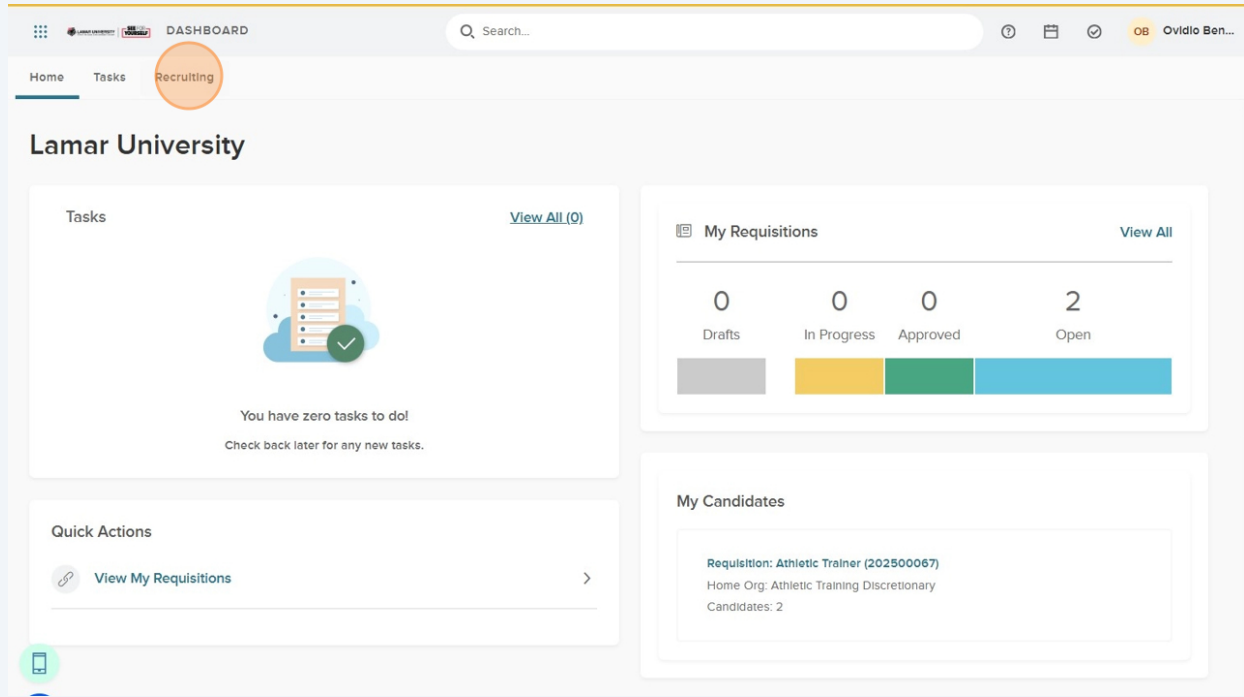


How to Send E-References in NEOED

1

Log into NEOED. This will take you to your Dashboard. Click on the "**Recruiting**" tab.



The screenshot shows the NEOED Dashboard for a user named Ovidio Ben... The top navigation bar includes a search bar and a 'Recruiting' tab highlighted with an orange circle. The main content area is titled 'Lamar University' and features three sections: 'Tasks' (showing zero tasks), 'My Requisitions' (showing 0 Drafts, 0 In Progress, 0 Approved, and 2 Open), and 'My Candidates' (showing a requisition for Athletic Trainer (202500067) with 2 candidates).

Tasks [View All \(0\)](#)

You have zero tasks to do!
Check back later for any new tasks.

Quick Actions

[View My Requisitions](#)

My Requisitions [View All](#)

Drafts	In Progress	Approved	Open
0	0	0	2

My Candidates

Requisition: Athletic Trainer (202500067)
Home Org: Athletic Training Discretionary
Candidates: 2

2 Click "My Candidates".

The screenshot shows the 'Recruiting' dashboard with the 'My Candidates' tab selected. The dashboard includes a top navigation bar with 'Viewing page as Ovidio Benavides' and a 'Stop Impersonating' button. The main navigation bar has 'Home', 'Tasks', and 'Recruiting' (selected). The 'Recruiting' section has a sub-navigation bar with 'Overview', 'My Requisitions (2)', 'My Candidates (1)' (selected), 'My Job Postings (1)', 'Hires', 'Position Class', and 'Print Applications'. The 'My Tasks' section shows 'You have zero tasks to do! Check back later for any new tasks.' The 'My Requisitions' section shows a progress bar with 0 Drafts, 0 In Progress, 0 Approved, and 2 Open. The 'My Candidates' section shows a requisition for 'Athletic Trainer (202500067)' with 2 candidates.

Viewing page as Ovidio Benavides Stop Impersonating

DASHBOARD Search...

Home Tasks Recruiting

Recruiting View Settings

Overview My Requisitions (2) My Candidates (1) My Job Postings (1) Hires Position Class Print Applications

My Tasks

You have zero tasks to do!
Check back later for any new tasks.

My Requisitions View All

0 Drafts 0 In Progress 0 Approved 2 Open

My Candidates

Requisition: Athletic Trainer (202500067)
Home Org: Athletic Training Discretionary
Candidates: 2

3 Select your requisition title you would like to send E-References.

The screenshot shows the 'Recruiting' dashboard with the 'My Candidates' tab selected. The dashboard includes a top navigation bar with 'Viewing page as Ovidio Benavides' and a 'Stop Impersonating' button. The main navigation bar has 'Home', 'Tasks', and 'Recruiting' (selected). The 'Recruiting' section has a sub-navigation bar with 'Overview', 'My Requisitions (2)', 'My Candidates (1)' (selected), 'My Job Postings (1)', 'Hires', 'Position Class', and 'Print Applications'. The 'My Tasks' section shows 'You have zero tasks to do! Check back later for any new tasks.' The 'My Requisitions' section shows a progress bar with 0 Drafts, 0 In Progress, 0 Approved, and 2 Open. The 'My Candidates' section shows a table with one row for 'Athletic Trainer (202500067)' with 2 candidates. The table has columns: Req #, Requisition Title, Candidates, Home Org, Department, Position Code, Hiring Manager, Created..., and Last Ref... The 'Athletic Trainer' title is highlighted with an orange circle.

Viewing page as Ovidio Benavides Stop Impersonating

DASHBOARD Search...

Home Tasks Recruiting

Recruiting View Settings

Overview My Requisitions (2) My Candidates (1) My Job Postings (1) Hires Position Class Print Applications

My Tasks

You have zero tasks to do!
Check back later for any new tasks.

My Requisitions View All

0 Drafts 0 In Progress 0 Approved 2 Open

My Candidates

Req #	Requisition Title	Candidates	Home Org	Department	Position Code	Hiring Manager	Created...	Last Ref...
202500067	Athletic Trainer	2	Athletic Training ...		442681	Ovidio Benavides	08/26/2025	09/10/2025

First Previous 1 Next Last 10 Items per page Showing 1-1 of 1 items

4 Click the part of the circle for the step the candidate is currently in.

Note: If you have candidates in different parts of the interview process, your "circle" will show it. You can also get use the drop down option to see other stages of the hiring process you have candidates at.

Candidates

Preboarding : 1 2 TOTAL Referred : 1

Referred Actions More

	Name	Employee...	Action Date	Notices	Current Employee	Phone	E-References	Status
<input type="checkbox"/>	Owolabi, Elizabeth		09/10/2025	--	No	(832) 215-0740	N/A	Referred Active

First Previous 1 Next Last 10 Items per page Showing 1-1 of 1 items

5 Click "Checkbox field" for the candidate you would like to send E-References to.

Candidates

Preboarding : 1 2 TOTAL Referred : 1

Preboarding Actions More

	Name	Empl...	Action ...	Notices	Current Employee	Phone	E-References	Status	Onboarding Status
<input type="checkbox"/>	Henson, Alexia		09/10/2025	--	No	945-230-2673	N/A	Preboarding Active	Employee Checklist: 30%

First Previous 1 Next Last 10 Items per page Showing 1-1 of 1 items

NEOED Terms | Privacy

6 Click the drop-down under **Actions**.

Home Tasks **Recruiting**

Candidates

Preboarding : 1 — **2** TOTAL — Referred : 1

Preboarding ▾ Actions ▾ More ▾

1 record(s) are selected. Clear Selection

✓	🔒	Name	Emplo...	Action ...	Notices	Current Employee	Phone	E-References	Status	Onboarding Status
✓		Henson, Alexia		09/10/2025	--	No	945-230-2673	N/A	Preboarding Active	Employee Checklist: 30%

NEOED Terms | Privacy

7 Scroll down and click **"Send E-Reference Notifications"**.

Home Tasks **Recruiting**

Candidates

Preboarding : 1 — **2** TOTAL — Referred : 1

Preboarding ▾ Actions ▾ More ▾

1 record(s) are selected. Clear Selection

✓	🔒	Name	Emplo...	Action ...	Notices	Current Employee	Phone	E-References	Status	Onboarding Status
✓		Henson, Alexia		09/10/2025	--	No	945-230-2673	N/A	Preboarding Active	Employee Checklist: 30%

First Previous 10 Items per page Showing 1-1 of 1 items

NEOED Terms | Privacy

- Recommendation
- Move to Background Check
- Send Notices
- Send Text Message
- Print Apps
- Send E-Reference Notification**

8

All Reference will be checked. Leave all selected or select the 3 you would like to send a reference request to.

Note: You MUST have 3 References.

Home Tasks **Recruiting**

< Back

Send E-References Cancel Next

1. SELECT REFERENCE 2. PREVIEW QUESTIONNAIRE 3. EMAIL NOTIFICATION

Select Reference

Candidate	Reference Already Submitted	Reference Email Will Be Sent To
Alexia Henson	N/A	<input checked="" type="checkbox"/> larry.munger@ttuhsc.edu <input checked="" type="checkbox"/> anthony.peppers@lubbockisd.org <input checked="" type="checkbox"/> kristin.campos@yahoo.com <input checked="" type="checkbox"/> trevorsmith@misdmail.org <input checked="" type="checkbox"/> waltersm@cfbisd.edu <input checked="" type="checkbox"/> michael.neal@ttu.edu

First Previous **1** Next Last Showing 1-1 of 1 items

NEOED [Terms](#) | [Privacy](#)

9

Click "Next".

Viewing page as Ovidio Benavides Stop Impersonating

DASHBOARD Search...

Home Tasks **Recruiting**

< Back

Send E-References Cancel Next

1. SELECT REFERENCE 2. PREVIEW QUESTIONNAIRE 3. EMAIL NOTIFICATION

Select Reference

Candidate	Reference Already Submitted	Reference Email Will Be Sent To
Alexia Henson	N/A	<input checked="" type="checkbox"/> larry.munger@ttuhsc.edu <input checked="" type="checkbox"/> anthony.peppers@lubbockisd.org <input checked="" type="checkbox"/> kristin.campos@yahoo.com <input checked="" type="checkbox"/> trevorsmith@misdmail.org <input checked="" type="checkbox"/> waltersm@cfbisd.edu <input checked="" type="checkbox"/> michael.neal@ttu.edu

First Previous **1** Next Last Showing 1-1 of 1 items

10 Click "Next" again.

Viewing page as Ovidio Benavides Stop Impersonating

DASHBOARD Search...

Home Tasks Recruiting

< Back

Send E-References Cancel < Previous Next

1. SELECT REFERENCE ✓ 2. PREVIEW QUESTIONNAIRE 3. EMAIL NOTIFICATION

Candidate E-Reference Questionnaire - Copy Candidates Alexia Henson Preview Only ^

REFERENCE QUESTIONNAIRE

Candidate E-Reference Questionnaire - Copy

11 Click "Send E-Reference"

Note: DO NOT edit the template, if you have access to do so.

Viewing page as Ovidio Benavides Stop Impersonating

DASHBOARD Search...

Home Tasks Recruiting

< Back

Send E-References Cancel < Previous Send E-Reference

1. SELECT REFERENCE ✓ 2. PREVIEW QUESTIONNAIRE ✓ 3. EMAIL NOTIFICATION

Email Notification Preview

Template Sample Reference Override

Dear <EReference_FName> <EReference_LName>:

Your contact information has been provided to us as an employment reference for <Applicant_FirstName> <Applicant_LastName> who has applied for the position of <Position_Title> at <Agency_Name>.

We would greatly appreciate your feedback on this candidate within the next 7 days.

Please click on the following link to access the online e-Reference form: <EReference_URL>