



Conducting Reference Checks – Internal

NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented.

This process shows a hiring manager how to contact an internal candidate's current manager, in order to conduct a reference check prior to the interview being conducted, if there is no valid reference check on file within the last 6 months.

Once the interview has been scheduled and set up and HR-020-110 Previous Reference Check Report has been conducted, where required complete the following process.

- Log in to MyConnection at www.MyConnection.skhealth.ca.
- Log in to "MyWork" by clicking on the "MyWork" menu item in the top right hand on the MyConnection home page.
- Select "My Client Groups" from the top ribbon.
- Select the "Hiring" tile.
- Search for the desired "Job Requisition" by inserting keywords.
- Open the desired requisition by clicking on the job requisition title.
- Ensure "Overview" is selected.
- Click on the number above "Active Applicants".
- Select the desired applicant by clicking on their name.
- Click on "Actions" select "Collect Feedback".
- Under "Select Respondents", click in the box under "Add Respondent" and enter in the appropriate name(s).
Note: This will be the employee's current line manager(s).
- Click "Continue".
- Under "Select Interview Questionnaire" click in the box under "Add Questionnaire" search for "reference" pick either the "In-Scope Reference Check" OR "OOS Reference Check" depending if the requisition was for an in-scope position or out-of-scope (OOS) position.
- Click "Continue".
- Click "Continue" under the "Include Documents" section. *There no need to send any attachments.*
- Update the "Expiration Date" to be 24 hours from the current date.
- Place in any necessary notes for the respondent to see.

MyConnection

myconnection.skhealth.ca



- Click "Submit" then click "Move".
- Ensure "Phase" is at "Interview and Selection".
- Update "State" to "Reference Check Requested".
- Click "Save and Close".

Once completed the reference check will need to be included in the "HR-020-110 Candidate Profile to Hiring Team" process.