



Simple, verified reference checks for any job seeker

Candidate Guide

Candidate Experience: How do you create a reference? From the home Screen click the “+ New Reference Button” and follow 3 simple steps.
STEP 1: Choose whether your job was *Full-Time*, *Temporary / Freelance*, or an *Internship*, and then enter these details.

WORKGRADES

W

WG Candidate

New Reference Request

Step 1 of 3

New Reference Request

Enter job details.

Job Title

Graphic Designer

Company Name

Facebook

Company Location

Los Angeles, CA

Start Date

MM/YYYY

End Date

MM/YYYY

☐ Current Employee

Next

Back

STEP 2: Add any skills or duties that you would like to have verified by your reference. There are hundreds of pre-defined skills, but if you don't find the skill or duty you are looking for, type it in the *Search* box and click *Enter*.

New Reference Request

Step 2 of 3 

New Reference Request

Add skills & duties you would like verified.

Add or remove any skills or duties listed in the tags below.

You can also type in a custom skill and press <Enter> to add it to your list.

 Search (ex: Data Analysis)

Add Suggestions:

Microsoft Office 

Google Workspace 

Leadership 

Customer Service 

Project Management 

Problem Solving 

Communication 

Reliability 

Next

Back

STEP 3: Enter the information requested for your reference (their name, title, and email address).

New Reference Request

Step 3 of 3

New Reference Request

New Reference Request

Who are you requesting a reference from?

Full name of your reference provider

Their position at the time

This person is or was your

Manager

Their email address is

Their company name is

LinkedIn Profile (optional)

https://www.linkedin.com/in/yourprofile

Please provide the LinkedIn Profile of your reference provider as it enhances the credibility of your reference provider.

Next

You will see one more screen where you can confirm the details you entered (you may also edit individual sections from this screen). When finished, click “**SUBMIT REQUEST**” and that’s it!

Reference Experience: Your reference will then click to confirm the information you provided. Then your reference can add comments about you.
STEP 1: Your reference confirms your work details.

Give A Reference

Confirm or correct WG's details.

Job Title

Art Division Manager

Company Name

Art 2022

Company Location

Los Angeles, CA

Start Date

06/2022

End Date

09/2022

☐ He/She currently works here

Confirm & Continue

STEP 2: Your reference confirms their own details (name and title).

Give a Reference

Step 2 of 7 ✕

Give A Reference

Confirm or correct your details.

First Name

Jeffrey

Last Name

Smith

Your Job Title (at the time)

Director Art Division

You were or are WG's

Manager

LinkedIn Profile (optional)

<https://www.linkedin.com/in/yourprofile>

i To obtain your LinkedIn profile, visit [linkedin.com](https://www.linkedin.com), click *Me*, then *View Profile*.
Copy and Paste the URL above.

Confirm & Continue

STEP 3: Your reference verifies your skills and duties (they can also suggest additional skills and duties).

Give A Reference

Verify skills & duties performed by WG.

Add or remove any skills or duties listed in the tags below.

Q

Search (ex: Data Analysis)

Add Suggestions:

Microsoft Excel

+

Adobe Photoshop

+

Calendar Management

+

Google Docs

+

Strategic Planning

+

General Housekeeping

+

Confirmed Skills:

Staffing & Supervision

✕

Confirm & Continue

Back

STEP 4: Your reference grades your performance on these three categories. Note that you and other viewers will only see averages for each category.

Give a Reference

Step 4 of 7 

Give A Reference

Give work grades for performance.

Job Knowledge



Attitude



Productivity



Your ratings are private. Candidate will only see averages.

Confirm & Continue

Back

STEP 5: Your reference is asked if they would rehire you for an appropriate position.

Give a Reference

Step 5 of 7 

Give A Reference

Would you rehire WG for an appropriate position?

Yes

No



Answer will be visible only to hirers and will not be associated with your name.

Confirm & Continue

Back

STEP 6: Your reference is asked whether they have any concerns about your work performance, such as tardiness, attendance, or communication. If so, they can provide details about those concerns.

Give a Reference

Step 6 of 7 

Give a Reference

Are there any work performance concerns we should be aware of?

Yes

No



Answer will be visible only to hirers and will not be associated with your name.

Confirm & Continue

Back

STEP 7: Lastly, your reference is asked to write a review and to give examples of your skills. This review will be visible on your profile as soon as they click “[Submit Reference](#)”. Once two references have been completed, your star ratings will be visible on your profile.

Give a Reference

Step 7 of 7 

Give A Reference

Give a review.

Written review is optional

Leaving a thorough review is the most beneficial thing you can do. Tell us about a skill or an accomplishment. Give an example of teamwork or leadership. Describe what it's like to work with WG. This review will be visible on WG's profile.

Type review here...

0 / 3000

Submit Reference

Back

Once your reference has completed your review, you will receive an email stating that it is complete:



Hi Jonathan,

I

Great news! Jerry Able just gave a review of the work you did at TCWL Corp which has provided you with a complete reference.

Access your evaluation by clicking the link below to sign in.

<https://www.workgrades.com/sign-in>

WorkGrades is the standard for work references online. Easily gather, manage, and share work references with any potential employer. You control which references are available and which you prefer to keep private.

Thanks,

WorkGrades Team

This sample profile of Jonathan Candidate can be viewed [here](#).

WORKGRADES

JJonathan Candidate

References

New Reference

Manage References



Jonathan Candidate

Los Angeles, CA

Verifications

Email

Verified

Work Grades

4.9

(3 evaluations)

Additional Services

Generate Profile PDF

References (3)

Share References

Confirmed by

M

Michelle Larsen

NOC Supervisor at Workspace Design

Reference Received: 05/26/2024

Relationship: Michelle was Jonathan's Team-Member

Confirmed Details

IT Manager

Workspace Design | Westwood, CA |

January 2018 - Present

Written Review

I worked with Jonathan for 2 years. He was an excellent co-worker. He was always willing to share information and teach others. He has excellent technical and troubleshooting skills. It is a pleasure to recommend him for any IT position.

Confirmed Skills

Operations Management

Scripting Automation

SQL Server

Windows Server

Cisco Networking

VOIP Telephony

Confirmed by

J

Jerry Able

Helpdesk Supervisor at Valley Corporate Housing

Reference Received: 05/26/2024

Relationship: Jerry was Jonathan's Colleague

Confirmed Details

Support Technician

Valley Corporate Housing | Arcadia, CA |

October 2014 - January 2018

Written Review

Johnathan consistently improved on his skills, especially in the customer service area. He was constantly looking for ways to improve efficiency and volume of work. To this day, Johnathan is one of the best technicians I have worked with.

Confirmed Skills

Microsoft Office (word, Excel, Powerpoint And Outlook)

Active Directory

Network Administration

Nortel Phone System

Call Center

Confirmed by

G

Gregory Wilson

Operations Manager at TCWL Corp

Reference Received: 05/26/2024

Relationship: Gregory was Jonathan's Manager

Confirmed Details

Word Processor

TCWL Corp | Los Angeles, CA |

10 months in January 2014

Written Review

Johnathan had a great attitude, got along with others and learned very quickly. He required minimal supervision and was very productive.

Confirmed Skills

Adobe Photoshop

Google Docs

Microsoft Office (word, Excel, Powerpoint And Outlook)