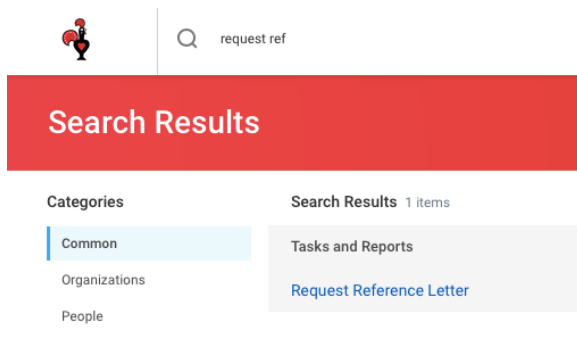

How do I Request a Reference In Workday

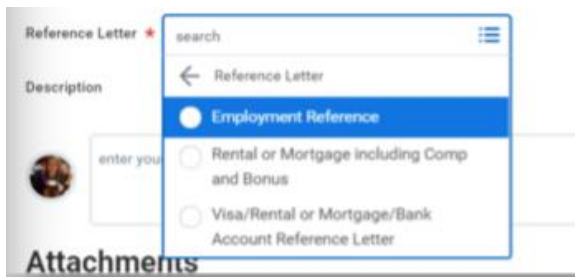


How do I request a reference in Workday

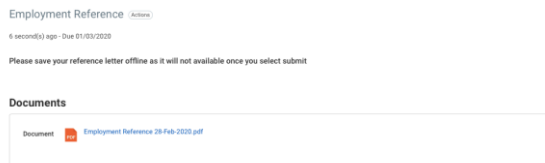
In the Search bar type ' **Reference Request**'



Select the Reference type you require and click **Submit**.

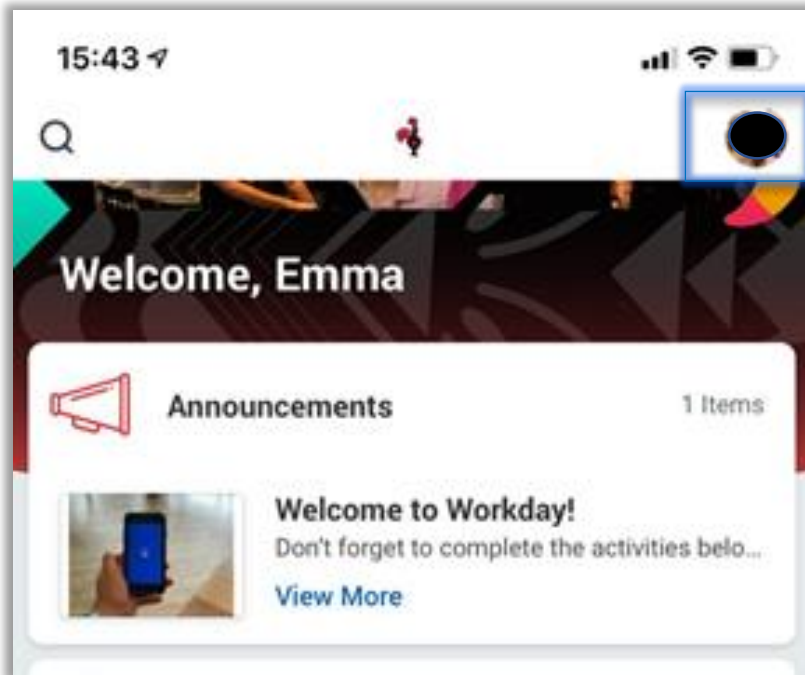


Go to your Workday Inbox and your reference request will appear. You can open, print or save the document from here.

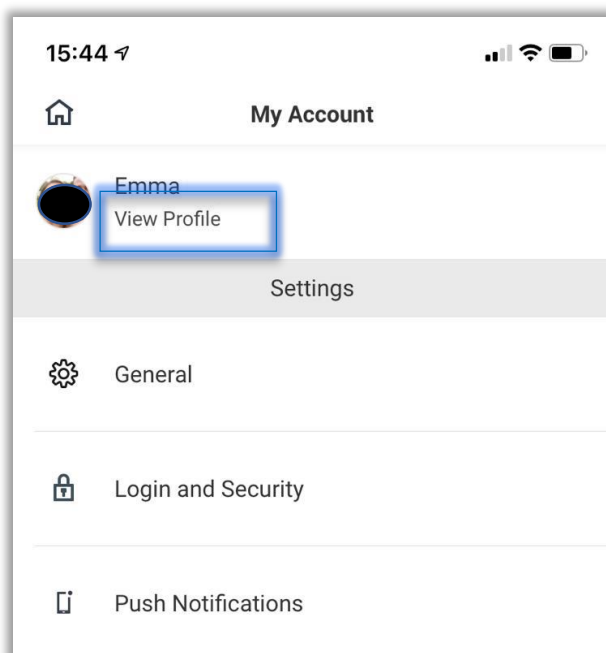


How do I request a reference on the Workday mobile app

From your homepage click on your picture/the cloud in the top right corner

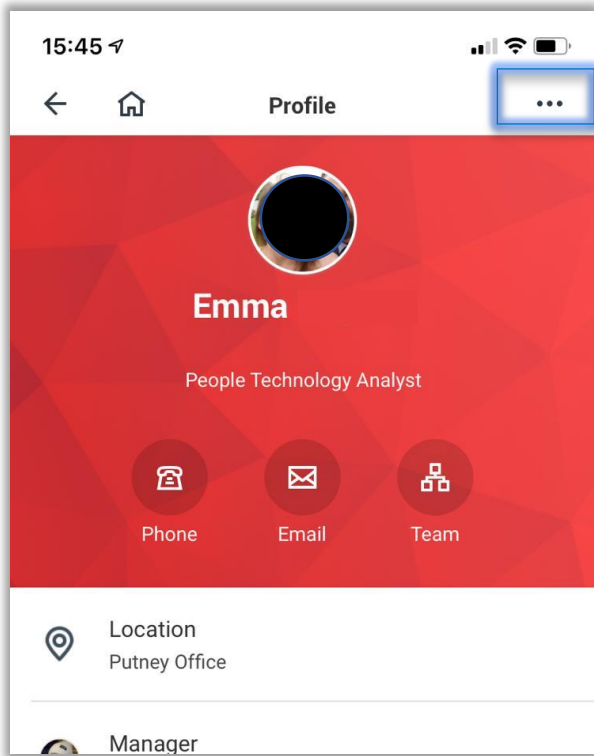


Click **View Profile**

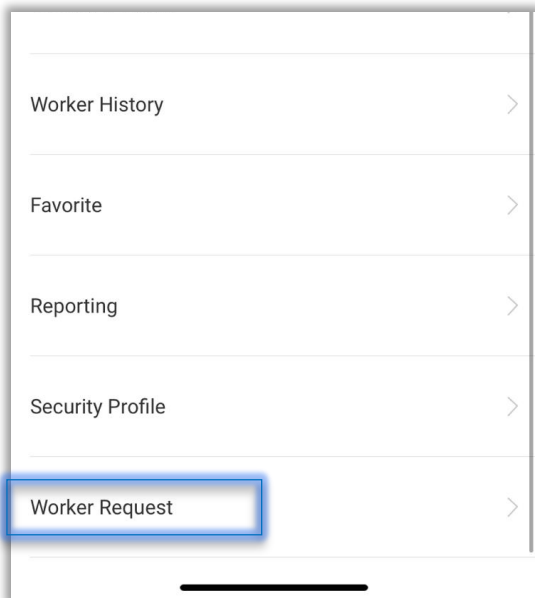


How do I request a reference on the Workday mobile app

Click on the **three dots** (actions)

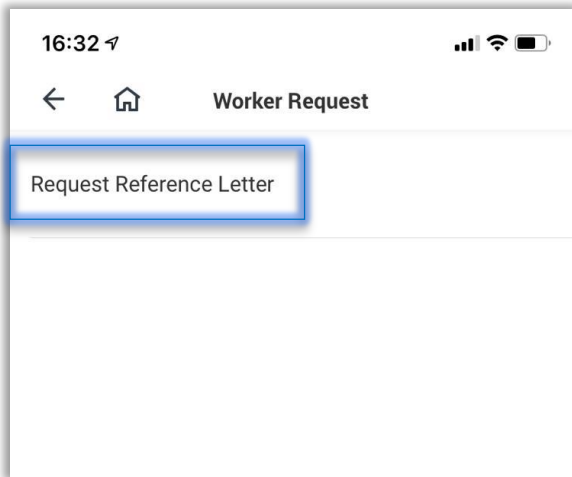


Scroll down to **Worker Request**

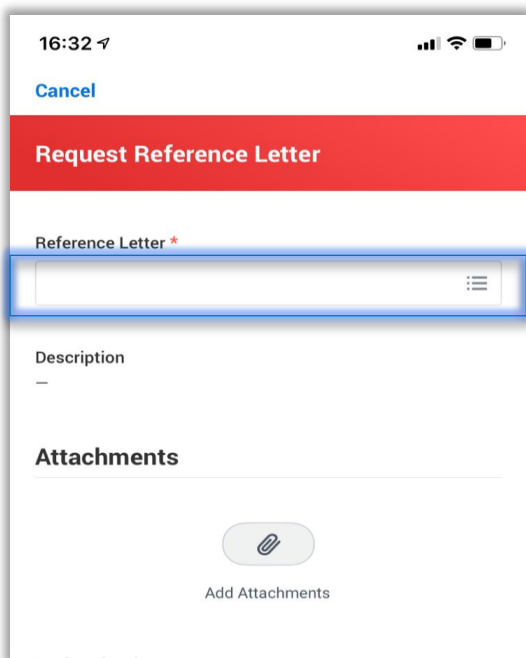


How do I request a reference on the Workday mobile app

Select Request Reference Letter

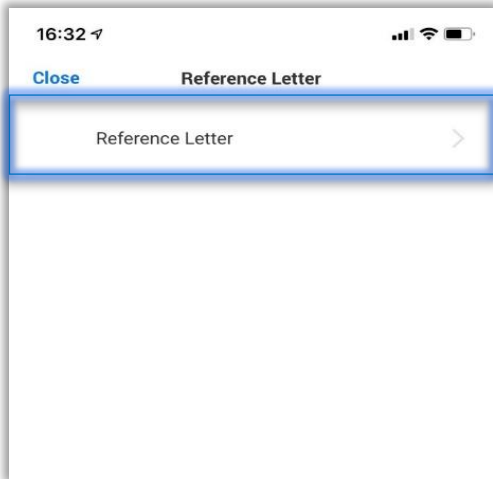


Click on the box under reference letter

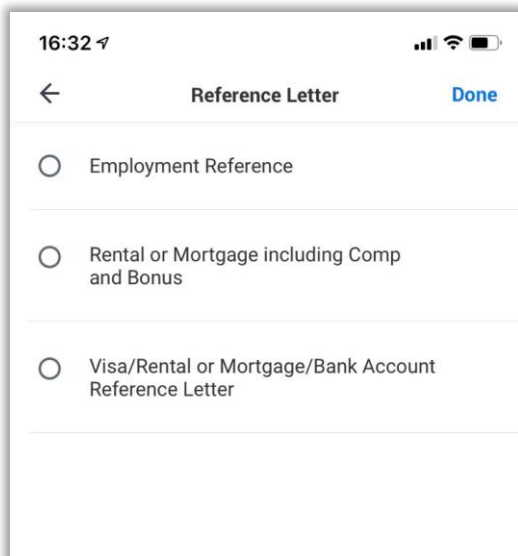


How do I request a reference on the Workday mobile app

Select Reference Letter

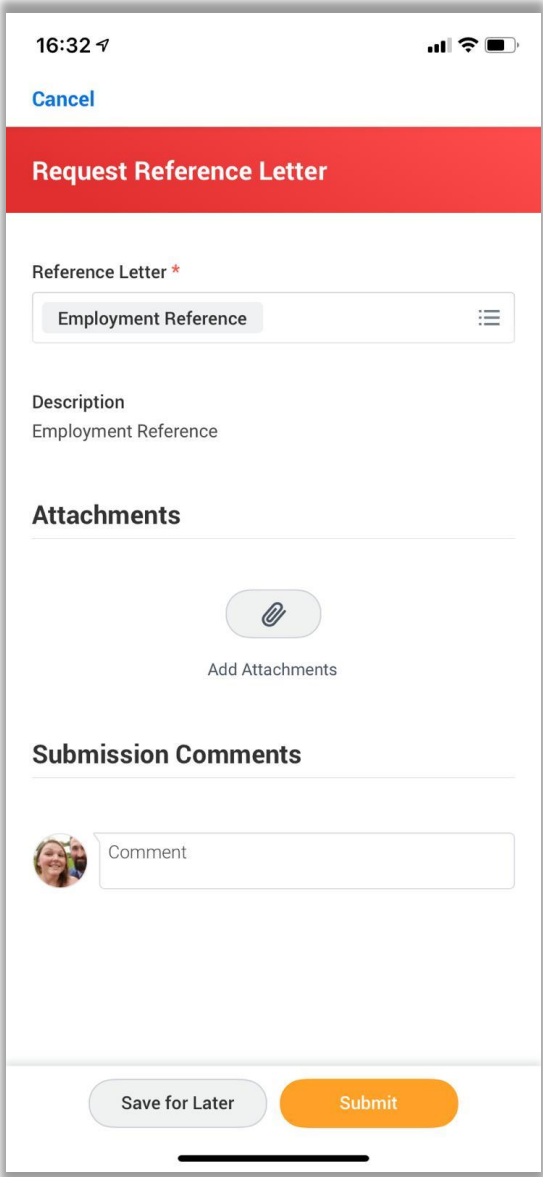


Select which type of reference you would like



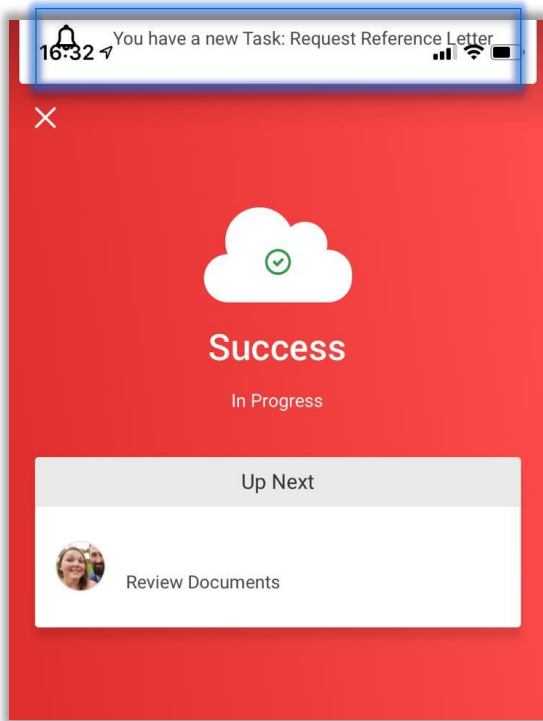
How do I request a reference on the Workday mobile app

Click **Submit**

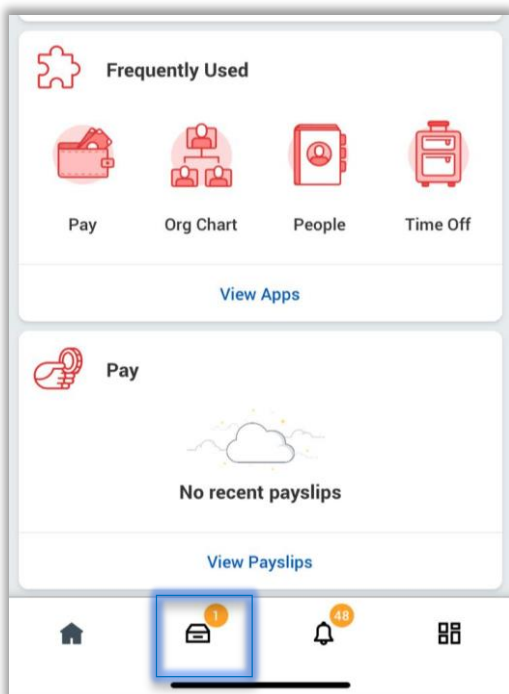


How do I request a reference on the Workday mobile app

The document is now ready to view in your inbox

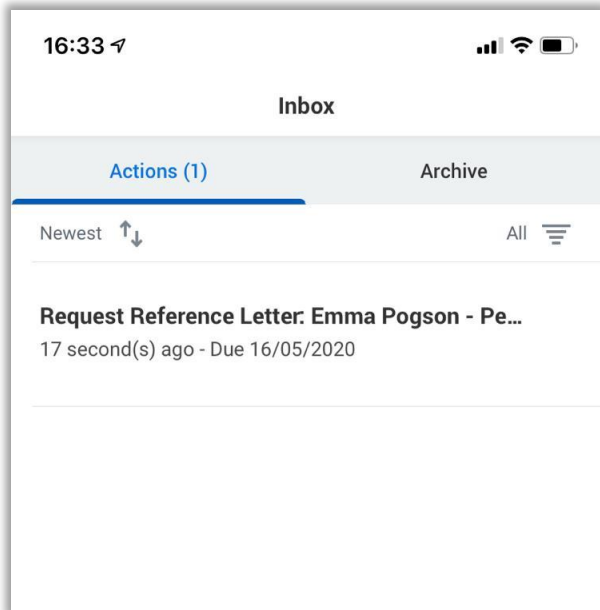


Navigate to your workday homepage and click on the **inbox**



How do I request a reference on the Workday mobile app

Open the inbox item



Save or print the document. Once you click submit the document will disappear so make sure to save or you will have to request it again.

