

SkillSurvey Candidate Introductory Email

Revised 03/09/2023

Dear [candidate first name],

Thank you for your continued interest in the [position] position with [agency]. A critical step of the hiring process for DO NOT Use is reference checking. Please enter your professional references into SkillSurvey's Reference solution by clicking here.

[hyperlink to candidate enter references page]

You will be brought to an instruction page where the next steps will be outlined.

Note that all references will be responding as individuals, not as representatives of any company or organization. No one will see your references' individual responses because all feedback is aggregated and made available in one confidential summary report in accordance with the applicable privacy policy.

If you have questions about this process, please contact [Recruiter first and last name] at [Recruiter email address], or contact the SkillSurvey Support Team at support@skillsurvey.com.

[Privacy Policy](#)

If you are no longer interested in this opportunity, please click here [hyperlink to opt-out] to opt out.