

**SkillSurvey Candidate Instructions Page**  
**Revised 07/20/2023**

Thank you for your continued interest in the [position] position with [company\_name]. Reference checking is a critical step of the selection process. [company\_name] uses web-based reference checking for this purpose.

This process will only take a few minutes. From this page you will be able to start your process and monitor your references' progress. **If there is any reason you cannot complete this within 24 hours, please contact the HR Representative you have been interacting with for the position or the HR Representative listed on the job announcement at the [company\_name].**

**Start Your Reference Check Process:**

- Verify your personal information.
- Enter your reference information within 24 hours.
  - Provide 3 professional references to share feedback on your time working with them.
  - Be sure that 2 of the 3 references are current or recent past managers/supervisors.
  - You should include your current supervisor as a reference unless you have spoken with the HR Representative you have been interacting with and made other arrangements.
  - Current State of Wisconsin employees: you are required by policy to list your current supervisor as one of your references.
  - For recent graduates or others with limited professional work history: teachers, professors, and instructors can be entered as manager references.
  - For those unable to list a manager or professor for a reference, the system allows community leaders and colleagues in a leadership role to be listed as a manager reference.
- Verify reference email addresses and/or mobile numbers are correct, otherwise the link will not get to them.
- Sign a consent form.

**Contact and Monitor Your Reference Progress:**

- Contact your references and alert them to watch for the email to complete their survey. In some cases, spam filters may put the email in the reference's junk folder.
- Please notify any teachers, professors, community leaders, or colleagues you listed as a manager reference that they should select the "Manager" criteria when completing the form.
- Return to this site via your original email to monitor your references' progress daily.
- Contact any references who haven't responded to remind them to complete the survey.
- Additional references may be entered at any time.

By clicking the "Continue" button at the bottom of the page, you are certifying that the reference information you provide is true to the best of your knowledge, and you understand that you may be required to verify the information before being hired. You are certifying that you understand that any false, misleading, or missing information or any attempt to practice deception or fraud may not only disqualify you from employment consideration under Wis. Admin. Code § ER-MRS 6.10 or be considered just cause for termination under Wis. Stat. § 230.34, if you are hired, but may also be grounds for criminal penalties under Wis. Stat. § 230.43.

Once completed, the references' responses will be submitted directly to [company\_name]. No one will see any of your references' individual responses because all feedback will be aggregated and made available in one confidential report. Note that all references will be responding as individuals, not as representatives of any company or organization.

[\[hyperlink to continue\]](#)   [\[hyperlink to opt-out\]](#)

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Need help?

Technical Support | Process questions, please contact [recruiter\_first\_name] [recruiter\_last\_name] at [recruiter\_email].