

## Important Notice

Dear [candidate first and last name],

Your SkillsSurvey Reference request is awaiting your response. Please provide references as soon as possible following the instructions below. If you have any questions, contact me at [Recruiter email address].

Thank you,  
[Recruiter first and last name]

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Dear [candidate first name],

Thank you for your continued interest in the [position] position with [agency]. As already explained to you, a critical step in the selection process is reference checking. [Agency] uses web-based reference checking for this purpose.

Please click on the link below. It will open a web page where you will input your references. You will also be able to review a sample of the questions being asked and the email that will be sent to your references. Your references will be sent a link to a reference survey and their responses will be submitted directly back to [agency]. No one will see your references' individual responses because all responses are averaged and made available in one confidential summary report in accordance with the applicable [Privacy Policy](#).

Note that all references will be responding as individuals, not as representatives of any company or organization.

Please click or paste this link into your browser:  
[hyperlink to candidate enter references page]

### Need help?

Technical support: [customerservice@skillsurvey.com](mailto:customerservice@skillsurvey.com)

Process questions, please contact [Recruiter first and last name] at [Recruiter email address].

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