



About

Using Workforce Segments allows users to change the minimum reference requirements at the time of candidate creation. Users can select one of two workforce segments, Standard or Entry-level.

The Reference Requirements for the two workforce segments are as follows:


Workforce Segment	Number of References		Ready to Finalize		Waiting to Finalize		
	References	Managers	References	Managers	References	Managers	Days
Standard	3	2	2	2	2	2	7
Entry-level	2	1	2	1	2	1	7


Workforce segments are not linked to specific classifications and can be used at agency discretion.

Related Policy/Statute/Administrative Code

Currently, the [Wisconsin Human Resources Handbook \(WHRH\) Chapter 104.100 2](#), states, "At least two supervisory reference checks must be conducted on every job candidate, regardless of the position for which they are applying... in the event the candidate has limited work experience, (students, member of the military, etc.) teachers or other community leaders will suffice." Additionally, [WHRH Chapter 244.050 3](#), states, "In the event three references cannot be obtained, the supervisor will contact assigned HR staff to assess efforts and determine whether there are sufficient references to move forward."

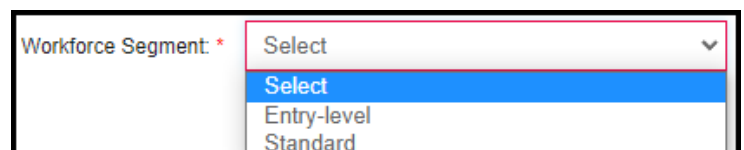
Regardless of position or workforce segment selected, the best practice is to try to receive 3 references, at least 2 of which are supervisory, for every job candidate.

 The Entry-Level Workforce Segment may be appropriate when the position does not require work experience, such as internships, -in training, or entry-level positions, or when candidate(s) may have limited work experience.

 SkillSurvey site administrators choose to implement workforce segments for their site by request through the BMRS.

Select a Workforce Segment

1. Click the **Create Candidate** button. You will be brought to the Create Candidate page.
2. Complete the candidate and position information.
3. Select the appropriate **Workforce Segment**, Entry-level or Standard, from the drop-down on the right side of the Create Candidate page.






Using Workforce Segments in SkillSurvey



4. The Reference Requirements will update based on the Workforce Segment selected.
5. Select the appropriate survey using the radial buttons.
6. Click the **Send Candidate Notification** button.

 Reference Requirements: 2 Total, 1 must be Manager(s)

Send Candidate Notification