

Enterprise-wide policies regarding access to the SkillSurvey online reference checking tool	Responsibilities of agency admins	Actions BMRS will take as part of the SkillSurvey audit process
<ol style="list-style-type: none"> 1. SkillSurvey shall be managed by HR <ol style="list-style-type: none"> a. Non-HR staff shall only be granted access in limited situations: <ol style="list-style-type: none"> i. Written justification of business need, a signed confidentiality agreement, and BMRS approval are required b. HR shall provide hiring managers candidate reports from SkillSurvey, but only for candidates applying for vacancies on their team 2. Agency-level reference requirements shall not be modified by agency admins <ol style="list-style-type: none"> a. Agency admins may approve reference requirement overrides on a case-by-case basis b. Recruiters may request force finalizations in situations where reference requirements are not met: <ol style="list-style-type: none"> i. Agency admin approval is required c. In the event that the reference requirements cannot be obtained, HR will collaborate with hiring managers to assess efforts and determine if there is sufficient information to move forward d. See the WHRH – Refence Checks & SkillSurvey – Recruiter Reference Requirements Guide for more info 3. Agency admins shall not add any questions to a survey within SkillSurvey <ol style="list-style-type: none"> a. BMRS may add questions to a survey on behalf of an agency in limited situations: <ol style="list-style-type: none"> i. Written justification of business need and BMRS approval are required 4. See the SkillSurvey – Recruiter FAQs for more info. Additional resources are available: <ol style="list-style-type: none"> a. SkillSurvey Resources (including a training video for new users) <ol style="list-style-type: none"> i. Note the SkillSurvey – Admin Recruiter Management guide has been updated b. Andrew Geissler or Lindsay Johnson in BMRS are available for training, questions, and feedback 	<ol style="list-style-type: none"> 1. Keep agency admin user information up-to-date (as admins will receive updates from BMRS about users/access, resources, and system changes periodically) 2. Cascade information provided by BMRS to users within your agency or agencies 3. Create user accounts when new HR staff who will serve as SkillSurvey recruiters/admins enter your agency or agencies 4. Disable user accounts when users within your agency or agencies leave state service 5. Send requests with justification provided to Andrew Geissler in BMRS when you have a business need for allowing access to a user outside of HR 6. See the SkillSurvey – Admin Recruiter Management guide for more info on adding/disabling users 	<ol style="list-style-type: none"> 1. Review SkillSurvey users across the enterprise on a quarterly basis 2. Disable outstanding user accounts for users who have left state service 3. Disable outstanding user accounts for users who were granted access but are outside of HR (unless previously authorized by BMRS) 4. Communicate changes in access to agency admins accordingly