Skill Survey Reference Checking

Steps	Instructions	Details
Step 1:	Gather top candidate information	1. Candidate Name, Email, Phone number, and Cert number from the recruitment
Step 2:	Login to Skill Survey	https://app.skillsurvey.com/Reference/
Step 3:	Create New Candidate	Hover over “Candidates” at the top of the page → Select “Create Candidate”, or click the ‘Create Candidate’ icon
Step 4:	Enter Candidate and Position Information	1. Enter the first name, last name, and email address of the first candidate 2. Enter the Working Title of the position 3. Enter the Cert number associated with this candidate (for LTE recruitments were no Cert number is created type “LTE” into this field) 4. In the “Assign Candidate to” field, select the HR Specialist (unless instructed otherwise). If entering for your own recruitment, this will default to your name. 5. In the “Candidate Type” field, select whether or not the candidate is a current State of Wisconsin employee.

Step 5:	Choose the Survey	1. In the “Job Title” search bar, the working title of the position will appear along with a list of recommended surveys
		    a. Add or remove words from job title to see different surveys
		    b. Search “general” to see general surveys
		2. Click a survey to see a description of the job, relevant job titles, and a sample survey
		3. Select an appropriate survey by clicking the dot under the “Select” column
		4. When finished, click the “Send Candidate Email” button in the lower left-hand corner

Step 6:	Review reference status	1. Hover over “Candidates” at the top of the page → Select “Manage My Candidates” 2. Monitor which candidates have entered references and/or which references have completed the survey 3. You can resend messages to candidates or references who have not clicked the link or entered information by selecting the Send Email icon
Step 7:	Finalize Report	Once all references have responded: 1. Click “Finalize Report” 2. Click “View Report” if a new tab does not automatically show 3. Save the report to the recruitment file for records retention purposes 4. Email the finalized report to the hiring supervisor (unless instructed otherwise)
Step 8:	Select filing status	After a hiring decision is made: 1. Under “Action” column, choose “Select filing status” 2. Select filing status reason from drop-down list.