

Dear [reference first name],

I am pursuing a [position] position at the [agency] and I'm asking you, as well as several other individuals, to complete this request as a professional reference. Please complete this short (less than 30 questions), confidential, web-based survey regarding my skills. When completing the survey, if you cannot answer a question based upon your experiences when working with me, please make sure to click the Not Observed (N/O) button instead of selecting a number on the 1-7 rating scale.

You will not be identified as having written the individual responses because the system averages the responses from all of my references to produce one summary report that is confidential in accordance with the applicable [Privacy Policy](#).

Please note that you will be responding as an individual, not as a representative of any company or organization. Also, I have executed a legally binding agreement that releases you, as well as any organization with which you are now affiliated or have been affiliated in the past, from any potential liability for providing this information. A copy of the Consent Agreement is available upon request. Please email me to advise that you would like to receive a copy.

The process is quick and easy. Please complete the reference check within 48 hours. Your prompt response will help prevent delays in the selection process. Please let me know if you anticipate any delays.

Click or paste this link into your browser to complete the reference check:
[hyperlink to reference request page]

Need help?

Frequently Asked Questions:

<https://app.skillsurvey.com/Reference/Reference/FAQ?referenceId=iDM6UHqkkaSI5M0PQmDfw%3D%3D>

Technical support: customerservice@skillsurvey.com

If you have any questions, you can contact me at [candidate email address]

Thank you for your time,
[candidate first and last name]