

SKILLSURVEY

Reference

The Bureau of Human Resources is excited to offer supervisors a new reference checking tool. We encourage you to use SkillSurvey's PreHire360 as your reference checking resource.

Please provide feedback about your experience with PreHire360 to <<insert agency HR contact>>

Benefits of using SkillSurvey's PreHire360 online reference-checking tool

More accurate assessment: Today many people are hesitant to provide a reference or give constructive feedback about a job applicant's past work performance to a prospective employer. PreHire 360 allow references to provide anonymous feedback so we get more accurate and honest information on our applicants. While responses are anonymous, reference contact information is still provided to allow additional follow up as needed.

Saves you time: How many days are your "offers" delayed while you are spending hours tracking down and corresponding with references? On average 85% of references respond within 2 days. Additionally, the Bureau of Human Resources will coordinate the reference checks.

Select questions or customize: There are over 500 job-specific surveys on at least 20 critical behaviors and skills that when analyzed, have shown to correlate with success in a given type of job. Supervisors always have the option of adding up to 3 of their own custom questions to the survey.

Reports and Metrics: Once all of the references have submitted their survey, your HR specialist will provide you with a report that will allow you to see how your applicant's reference checks compare with each other, and how managers rated the applicant vs. co-worker ratings. Analytics supporting how well an applicant performs on their reference correlates with how successful they will be on their first year of the job. This helps reduce turnover and saves money. You can see an example of what these reports look like here:

<<link to Sample Candidate Report>>

E-mail comes from the job applicant: The reference will receive an e-mail from SkillSurvey that contains the applicant's name (i.e., **From:** John Smith [<mailto:donotreply@skillsurvey.com>]). If you receive one of these e-mails from your employees, **it is ok to click on the link and complete the reference - it is not spam.** See a sample of the letter that references receive from the job applicant. <<link to Candidate letter to Reference>>

Please work with your HR Specialist if you would like to utilize this tool for recruitments, or contact <<Insert agency contact>> for general information.