

SkillSurvey Reference:

When is the best time to use SkillSurvey Reference for a job applicant?

The Office of Human Resources recommends reference checking for new staff hires. Talk to your HR partner about this process. Here are two options for you as you consider using this reference checking tool in your next hire.



Option 1: After phone screen before first interview

- Most effective method
- Consider information in the candidate feedback report before interviews, allowing recruiter and/or hiring manager to develop interview questions targeted to that candidate
- Can provide job-specific behavioral interview questions to perform a more thorough interview and leverage the feedback received from references early in the hiring process
- Get more passive candidates and better insight to eliminate unnecessary interviews



Option 2: After finalists have been determined or after a verbal offer has been made

- Help determine whether candidate is both qualified for the new role and a great fit for the position
- Evaluate between top 2-3 finalists who is the best fit for the role
- Reduce risk for turnover