

Introducing SkillSurvey Reference

Phone-based reference checks are time consuming and often result in verification of employment dates or a biased review of the candidate’s capabilities. In addition, they do not allow focus on essential skills, behaviors, and competencies needed for success in a specific job – all of which are important to know when finding the right talent. To standardize this process, we are introducing a new automated reference check tool, SkillSurvey Reference. This resource will apply to UVA Staff hires and will launch on **January 1, 2020**.

WHAT IS SKILLSURVEY

SkillSurvey Reference is an automated system sent online by UVA HR Recruiting to references supplied by candidates. SkillSurvey collects the confidential information and provides a report to the Recruiter and Hiring Manager. It has been experienced by over 10 million candidates yielding an 85% response rate from references providing feedback. Rest assured that recruiters will be involved in the reference process from start to finish, providing you with updates, reports, and insights into candidates throughout the process.

HOW DOES THE PROCESS WORK

Step	Action
1	Recruiter enters candidate and selects from a library of hundreds of job-specific surveys for the position
1	Candidate sends email with link to reference(s) with invitation to complete the online reference(s)
2	Reference(s) provide confidential, performance feedback online through the system; reference provided with disclaimer relinquishing legal liability
3	UVA recruiter keeps candidate and manager informed of process
4	UVA recruiter generates an easy-to-read assessment report for the manager on how well the candidate’s skills, competencies and experience align with the position; external benchmark data for varying job families used to validate and provide insight into assessment
5	UVA recruiter partners with manager to assess candidate potential and provides assistance to manager along the way as needed

WHY USE IT

- Standardizes how we seek references and maintain reference information through a centralized system
- Relieves hiring managers from administrative tasks related to references that are hard to obtain
- Reaches more references, faster
- Provides unbiased information
- Asks performance-based questions tied specifically to the position to which the candidate is applying
- Supports managers so they can focus on more strategic issues
- Evaluates the candidate to ensure you have the highest caliber of talent from which to select new team members

This form of reference checking is strongly encouraged over traditional phone references due to higher response rates and improved candidate information. If you would like to discuss reference options further, please reach out to your Recruiter

Questions? Detailed information is on the hiring section of the HR website, and you can also reach out to AskHR@virginia.edu.