

Reference Checks: Best Practices

Hireology Best Practices

Hireology makes sure your hiring process automates the use of reference checks to save you time by shifting the responsibility to the candidate while automatically summarizing the results for you to quickly review and understand. Here are some best practices we recommend for you to get the most from our reference checks:

- Candidates are required to enter their reference contacts (minimum of 1 manager and 2 peer) and receive our automatic email survey that appears to come from the candidate. The email survey format saves time from scheduling and conducting phone interviews, asks consistent questions across all references, and summarizes the results in an easy-to-read report.
- With the reference request appearing to come from the candidate, Hireology reference requests are typically completed within 36 hours and 70% are completed within one week.
- The reference check survey is customized to the job family to ensure relevant feedback is collected.
- To get comprehensive feedback, we require at least one manager-level and two peer references. Candidates may request additional contacts, and a report cannot be finalized with less than one manager and two peer references.
- Hireology sends automated emails after one, three, seven and 10 days if they still have actions to take. An overwhelming majority of applicants and references at this stage typically provide feedback within 48 hours.
- Reference feedback remains anonymous, allowing them to provide candid responses. The hiring manager does receive contact information if specific follow-ups are required.
- The candidate waives their liability for damages before beginning the reference process, keeping your organization and each reference away from litigation.
- To combat fraud, IP addresses are collected from each reference, and any duplicate address—whether with the candidate or another reference, are flagged in the report.
- You'll receive an email notification as soon as the references supply feedback and the report can be finalized. You can also check the status of each reference request within the Hireology app at any time.

Not seeing the hiring results you were expecting?

See how Hireology can help simplify and improve your hiring process:

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