Overview of Reference Check in iCIMS

This guide demonstrates how to initiate and complete a reference check using both the iCIMS and SkillSurvey platforms. Views of the AU unit, applicant, and reference are included.

Hiring Unit's Steps to Select the Reference Check Survey

1   Units will select the Reference Check Survey in the Job Details.

2 In the "Screenings" section, select the desired Reference Check Survey and move the selected item(s) from 'Available' to 'Selected' boxes.

3 Select the appropriate Billing Code and move the selected item(s) from 'Available' to 'Selected' boxes. The Billing Code for Skill Survey will begin with "SS".
NOTE: The "Billing Code" will not charge your department's FOAP. Rather, it will connect the desired survey with your employment type (Faculty or Non-Faculty) and unit.

Preview Survey Questions

4 Inside iCIMS, click the "Other" tab in the menu bar and Click "SkillSurvey"

5 From Skill Survey, Click "Settings", Click "Surveys", Click "Pre-Hire 360®", Click "Survey Library".

6 There are more than 50 delivered surveys that can be reviewed using the "Next" or "Prev" buttons.

7 Delivered surveys are searchable by keywords.

8 Click the title of the survey to preview details of the survey.

9 Click "Survey" to see the questions.

Hiring Unit's Instructions to Initiate the Reference Check

ⓘ Tip! The reference check is initiated for **non-faculty** applicants when they are **"Selected for Hire"**. Non-faculty applicants should skip to Step 13 below.

10   FACULTY APPLICANTS ONLY: Navigate to the applicant.

11   FACULTY APPLICANTS ONLY: Click "Advance"

12 FACULTY APPLICANTS ONLY: Click "Reference Check Initiated"
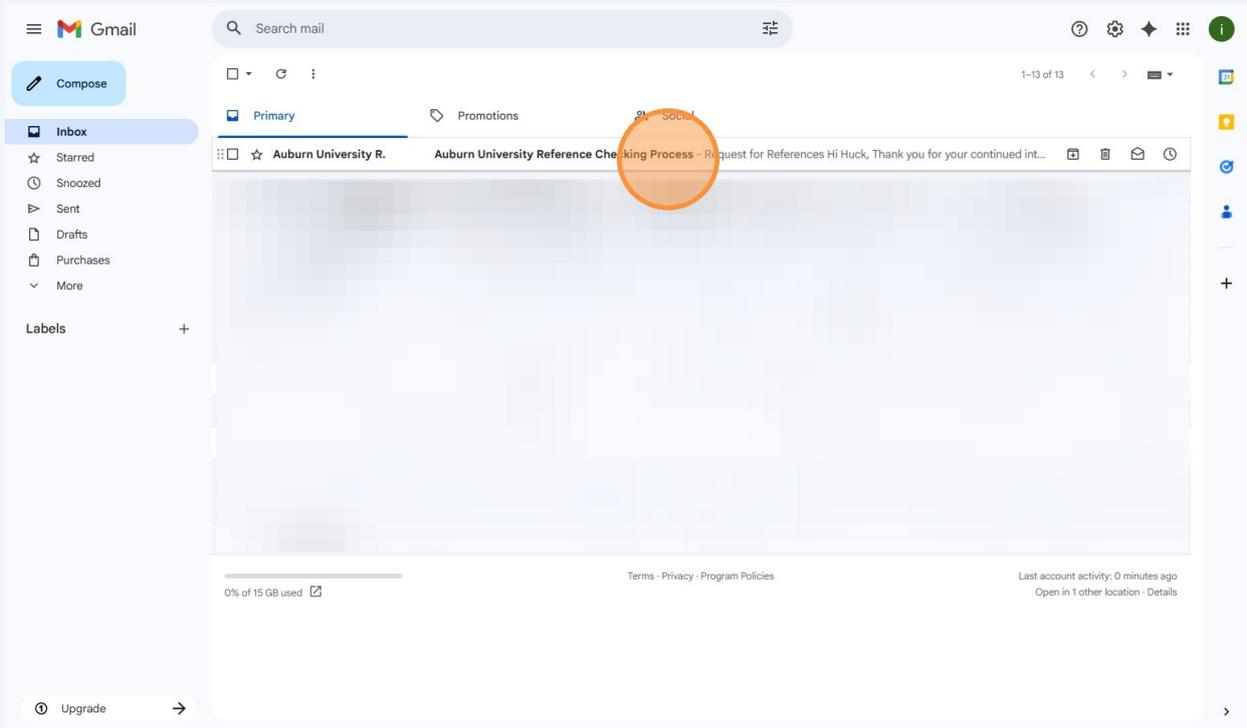

13 The applicant will receive an email with instructions to enter their references.

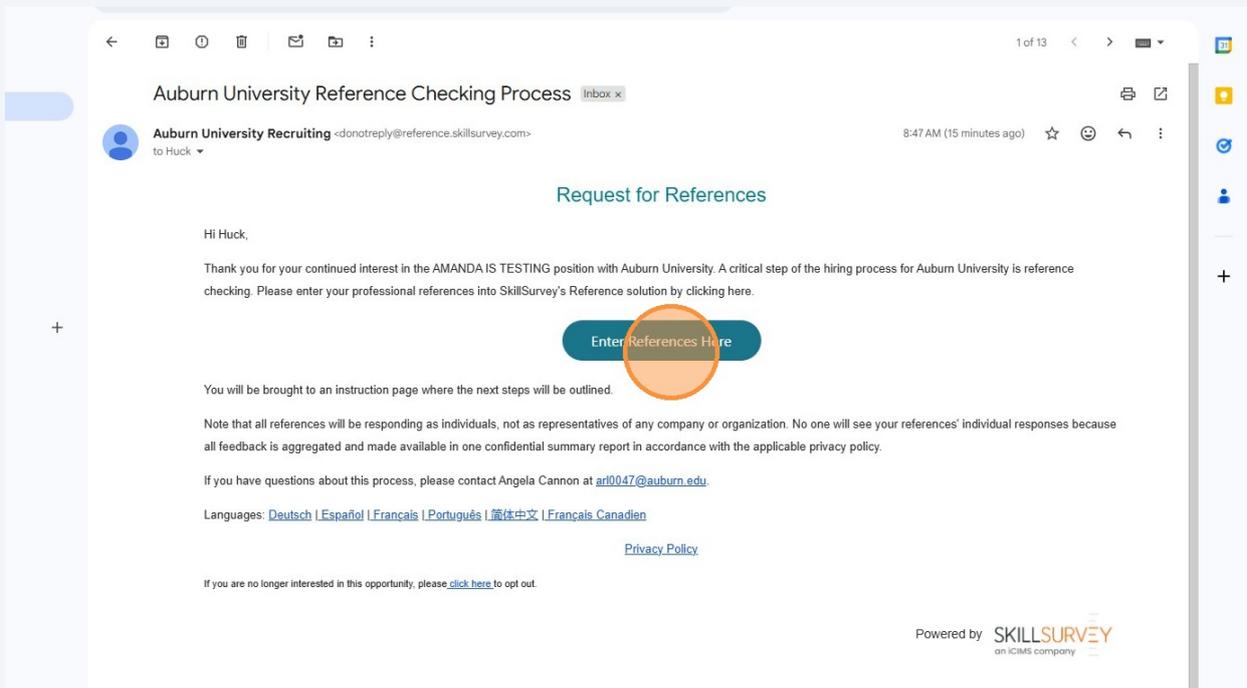# Applicant's Steps (for illustration only)

14 Applicant will click "Auburn University Reference Checking Process" from their inbox.

15 Applicant will click "Enter References Here"

16 Applicant will click "Continue"

Instructions

Thank you for your continued interest in the AMANDA IS TESTING position with Auburn University. A critical step of the selection process for Auburn University is reference checking.

This process will only take a few minutes. From this page you will be able to start your process and monitor your references' progress.

Start Your Process:
- Verify your personal information
- Enter your reference information within 24 hours
    - Provide 3 professional references to share feedback on your time working with them
    - Be sure that 0 of the 3 references are current or past managers/supervisors
    - For recent graduates, teachers, professors, and instructors may qualify as manager references
- Sign a consent form

Monitor Your Progress:
- Return to this site via your original email to monitor your references' progress
- Contact any references who haven't responded to remind them to complete the survey
- Additional references may be entered at any time

If there is a reason you cannot complete this within 24 hours, please contact your Recruiter at Auburn University.

Be sure to alert your references to watch for the email to complete their survey. Once completed, their responses will be submitted directly to Auburn University. No one will see any of your references' individual responses because feedback will be aggregated and made available in one confidential report. Note that all references will be responding as individuals, not as representatives of any company or organization.

Continue   Not Interested

Need help?

For process questions, please contact Angela Cannon at arl0047@auburn.edu .

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17 Applicant will click the Add Reference button. This step is repeated for the number of reference required.

My Information > Optional Research > **My References**

ue your application, you need to identify at least 3 References. **At least 0 of your References must be, or have been, your direct managers.**

r References:

ur job history/resume. Do not leave gaps. Start with your supervisors/managers from each job. After completing the supervisors/managers, add peers, direct reports, or clients.

er, business references are preferred. However, if you do not have enough business references, you can use people who have worked *closely* with you in other situations (e.g., volunteer or non-profit organizations, nal or civic associations, or academic institutions).

oose family members or friends; they are not appropriate as references.

ote that some or all of your references may be contacted by phone to verify the details of your working relationship with them.

ormation for each Reference:

"Add Reference" button below.

u have entered all your References, click the "Send Link to Reference(s)" button.

our References will be sent an email or texts, asking them to fill out a brief survey about your job skills. To view a sample of this email, texts or survey, click the links below.

You have not added the requested number of References

rrently available

Please enter at least 3 more References   Add Reference   Send Link to Reference(s)

Sample Survey

Sample Email

Privacy Policy

Candidate Consent

FAQ

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18 Applicant will enter the required information for each reference and click "Submit".

SKILLSURVEY
an iCIMS company

Add Reference | Language English

Instructions > Verify My Information > Optional Research > My References > **Add Reference**

Salutation: * Mrs.

First name: *

Last name: *

Email: *

Preview Email Request

Country: * United States

City: * Auburn

State: * Alabama

Work phone: * 334 555 0280

Reference type: * ◯ Former ● Current

Reference is/was my: * Coworker

Worked together from: * June 2010

Reference's job title when working with me: * Accountant

Company name: * Auburn University

Submit | Cancel

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19 Applicant can preview the survey that their references will receive by clicking "Sample Survey"

SKILLSURVEY
an iCIMS company

My References | Language English

Instructions > Verify My Information > Optional Research > **My References**

In order to continue your application, you need to identify at least 3 References. **At least 0 of your References must be, or have been, your direct managers.**

To choose your References:
- Follow your job history/resume. Do not leave gaps. Start with your supervisors/managers from each job. After completing the supervisors/managers, add peers, direct reports, or clients.
- **Remember, business references are preferred.** However, if you do not have enough business references, you can use people who have worked *closely* with you in other situations (e.g., volunteer or non-profit organizations, professional or civic associations, or academic institutions).
- Never choose family members or friends; they are not appropriate as references.
- Please note that some or all of your references may be contacted by phone to verify the details of your working relationship with them.

To enter the information for each Reference:
1. Click the "Add Reference" button below.
2. When you have entered all your References, click the "Send Link to Reference(s)" button.
3. Each of your References will be sent an email or texts, asking them to fill out a brief survey about your job skills. To view a sample of this email, texts or survey, click the links below.

Enter References | You have added the requested number of References

Name	Company	Email	Relationship	Status	Action	Last Sent E-Mail
	Auburn University		Coworker	Entered but not sent	🖉 🗑	
	Auburn University		Manager (Supervisor)	Entered but not sent	🖉 🗑	
	Auburn University		Manager (Supervisor)	Entered but not sent	🖉 🗑	

Add Reference | Send Link to Reference(s)

Sample Survey
Sample Email
Privacy Policy
Candidate Consent
FAQ

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20 Applicant can preview the email that their references will receive by clicking "Sample Email"

21 Applicant will click "Send Link" button when they have provided all the required information.

22 Applicant can monitor the process from their Skill Survey dashboard. (Login from the original email.)

23 Each reference will receive an email with instructions to complete their survey.

Reference's Steps (for illustration only)

24 Reference will click "Reference Request" email from their inbox.
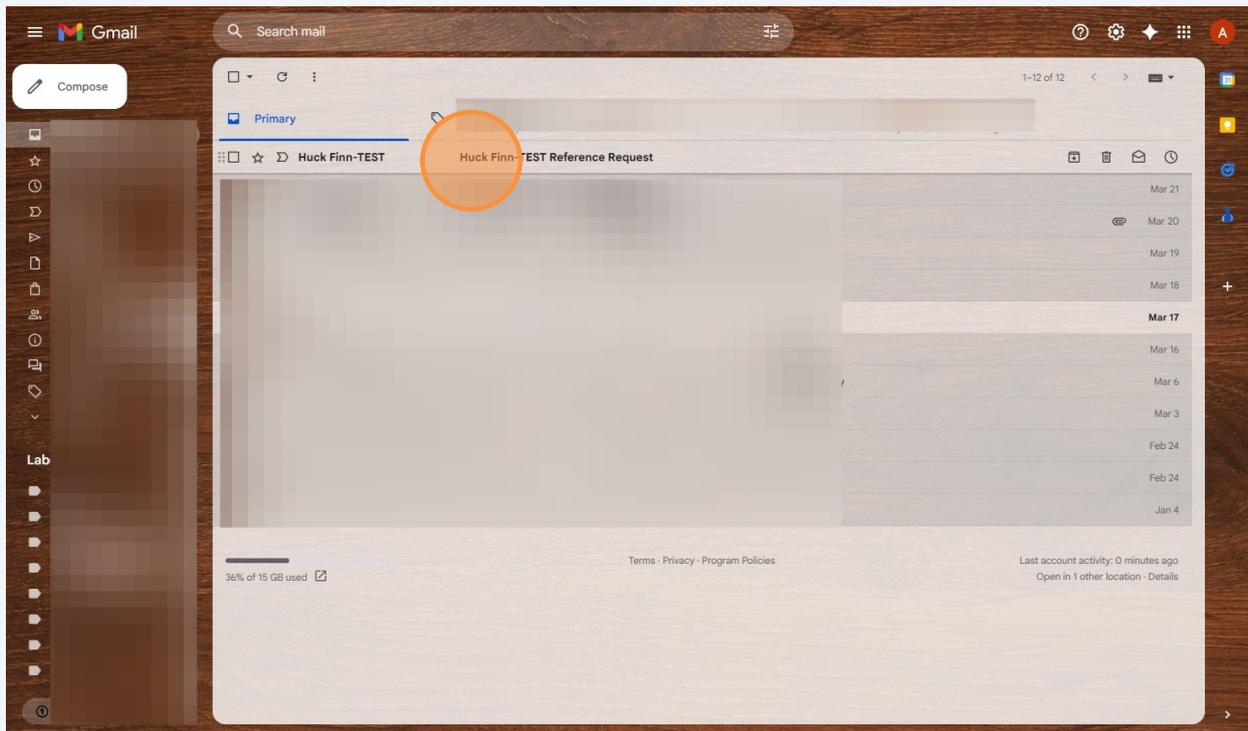
25 Reference will click "Complete Reference Here"
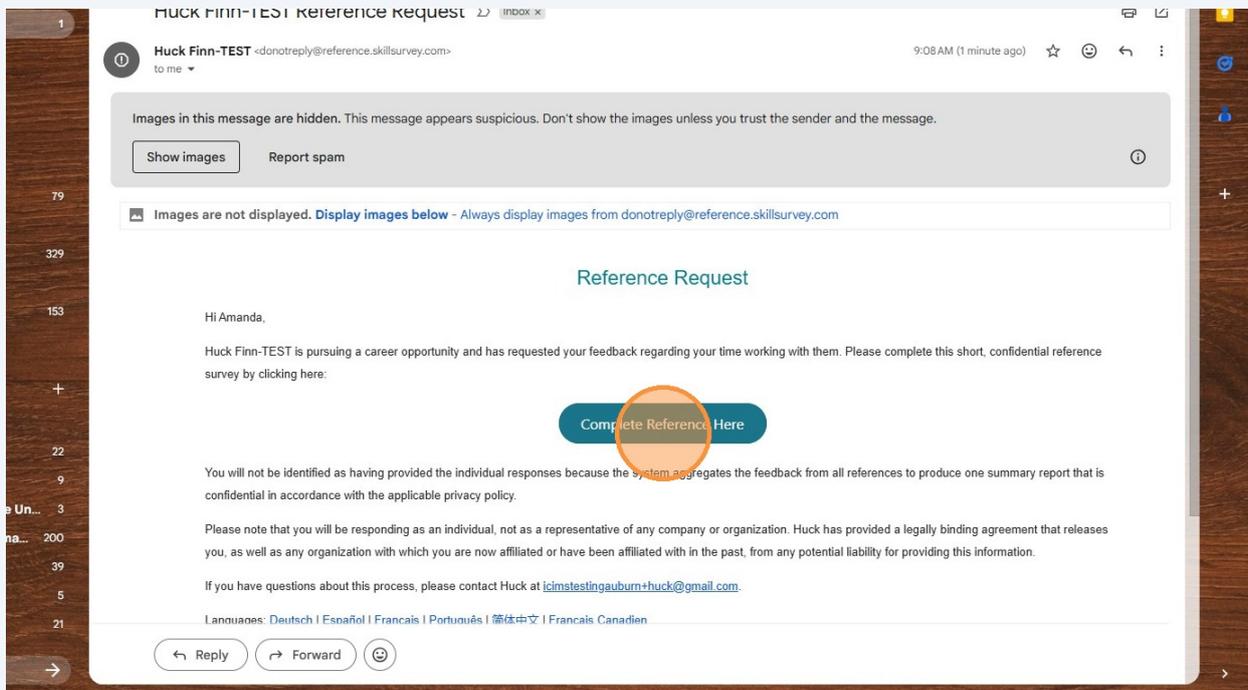
26   Reference will complete the reference form.

27   Reference will receive a Thank You email once their reference has been submitted.
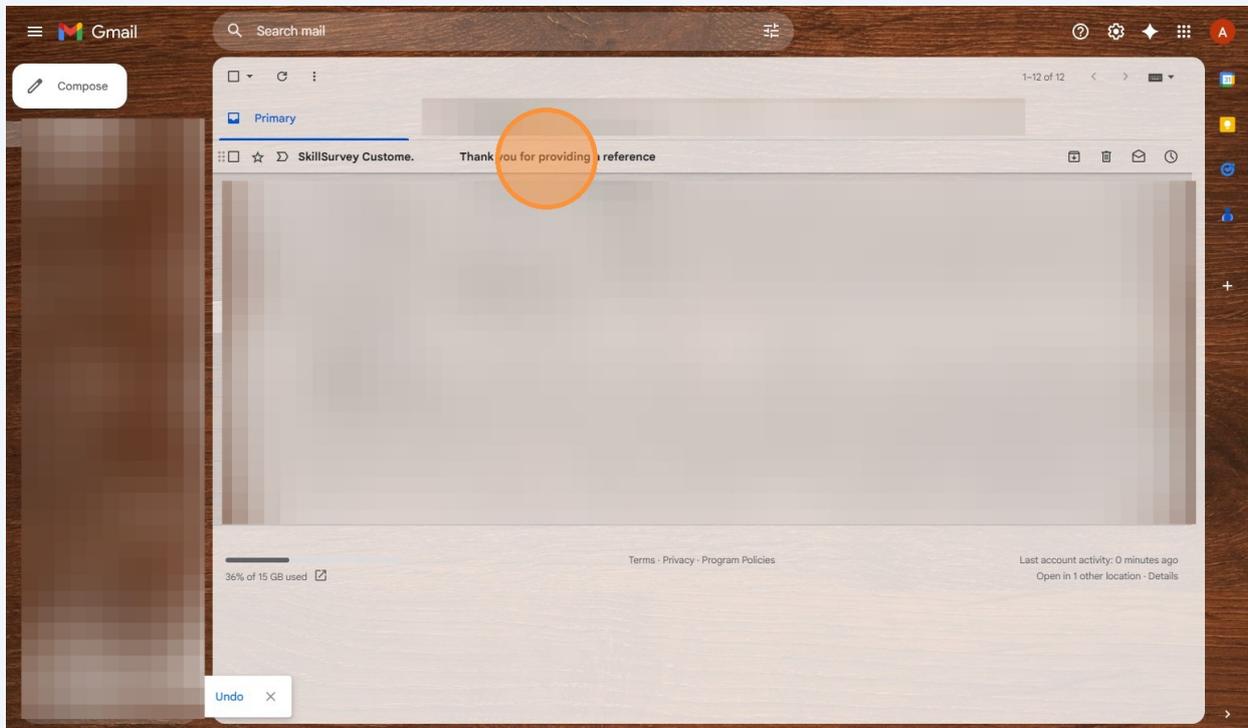
Hiring Unit's Steps to Monitor Reference Check

28 In iCIMS, the Applicant List will reflect the status of the Reference Request.

29 To monitor a specific applicant's reference status, click the applicant's name.

30   Inside the applicant profile, click the "Screen" tab.

iCIMS   Create ˅   Search ˅   Library ˅   Other ˅   🔔   Person ˅   huck

< 👤 Huck Finn-TEST   👥 Cand:Active   # 21446   💼 Paleontologist, New Yo…   📍 New York, New York US   📄 📝

🗂 AMANDA IS TESTING   # 2026-8117   📍 Auburn University, Alabama US   Hiring Manager: Amanda Malone | malonad@auburn.edu   RE

Overview   Notes   Screen   Offer Details   Offer Approval   Offer   Drug Screen/Physical Status   Messages   Feedback   Applicant Materials   More ˅

CONTACT
✉ icimstestingauburn+huck@gmail.com
📞 (334) 555-0280
📍 New York, New York US

DISTANCE FROM JOB   OTHER SUBMISSIONS
100+ mi   0
SOURCE
Email a Friend

RECENT EMPLOYMENT
● Paleontologist
  New York Museum of Prehistoric History
  January, 1998 - Current
● Adjunct Professor of Paleontology
  New York University
  January, 2001 - January, 2007

EDUCATION
● Columbia University

Application
👤 Initial Review ——— 🔄 Screening ——— 👥 Interview ——— 👉 Offer
Applicant Review Phase   Reference Check Initiated

Experience
📄 RESUME   ≔ DETAILS   in LINKEDIN
📅 3/23/2026   📄 21446_Huck_Finn_10388_202603230944_Resume.pdf
ⓘ Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe.
🔍 🔍 ⤢ ⬇ 🖨

Dr. Ross E. Geller
New York, NY | ross.geller@paleontology.net | (212) 555-1994 | LinkedIn: linkedin.com/in/rossgeller
Professional Summary
Passionate and detail-oriented paleontologist with over a decade of academic and museum experien
Education

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31   Click the "Assessments" tab.

Overview   Notes   Screen   Offer Details   Offer Approval   Offer   Drug Screen/Physical Status   Messages   Feedback   Applicant Materials   More ˅

← Back   ✏ Edit   ⟳ Audit Trail

STANDARD ASSESSMENTS

Assessment Results

Assessment Status
In-Progress

Assessment Date
3/23/2026 4:11 AM

Assessment Name
SkillSurvey Reference Check

Assessment Notes
References Entered:3, References Requested:3, Manager Response:1, Non-Manager Response:0

Updated: 3/23/2026 9:11 AM
Created: 3/23/2026 8:44 AM

Job | All Candidates | Application   < 2 of 2 >   ☐ INCLUDE   👥 0 INCLUDED   BULK