

# Reference Checks

## Checking References

Finding the right candidate is essential in the recruitment process. Background and reference checking has proven to be a critical process to augment employer selection. Conducting checks helps to minimize risk associated with adverse impact, hiring/replacement cost, lost performance time and time invested in training. Please note that checking references should only be done for finalists.

- **SkillSurvey:** HMS uses a third party reference checking vendor to collect feedback on the candidate from the candidate's former managers and colleagues. The Recruiter will initiate the Skill Survey process. Click [here](#) to learn more about this tool.
- If a hiring manager does not want to utilize Skill Survey, that hiring manager will need to call 3 supervisory references.