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Talent Center Skill Survey Service



Why use Skill Survey?

What's in it for you?

What's cool about Skill Survey?

- Easy to use and at no cost to the department
- On average, 3-4 highly detailed references completed in 2 business days
- Personalized surveys for personalized results – based on each position
- Competency-driven questionnaires produce thorough feedback reports
- Just one click to kick off the process and receive real-time notifications as tasks are completed
- Fraud detection alerts
- Leads to better hiring decisions and reduces turnover
- Reduces “phone-tag”
- Offers a great candidate experience

Recommendations

- Give yourself a 30-day trial (or use it for the next few reference check if you don't hire often)
- Use for new hires (not internal transfers)
- Use earlier in the hiring process
- Survey feedback reports can be used to focus interviews based on strengths and weaknesses
- Compare results from previous process to detailed reports received through Skill Survey



How to use Skill Survey?

Step-by-Step Process

Request Skill Survey Service

Step 1: Select the candidate for whom you wish to submit a reference check request.

Step 2: Navigate to “More Actions” then “Request a Screening Service.”

Candidates for:
Accountant (18001260)

More Actions

Candidate	Step, Status, Icon
Gaga, Lady (45922)	Initial Screen Initial Screen - Selected for Screening
Brown, James A (45392)	Interview Interview - Pending Interview Results
Bundy, Al (45921)	Interview Interview - Pending Interview Results

Gaga, Lady applied for position:
Accountant (18001260)

More Actions

- Check for Duplicates...
- Create Self-assigned Task...
- Delete Submission...
- Enter Grade...
- Request a Screening Service...**
- Send Correspondence...

1. Personal Information

Candidate Personal Information

First Name
Lady
Primary Phone Number
412-123-7894
Internal Candidate
No

Step 3: Select the desired service from the “Available Services” drop down menu and click “Done.”
The position specific survey is pre-identified by requisition.



Request Screening Service

Services already requested in relation to this application

Select the service you want to request

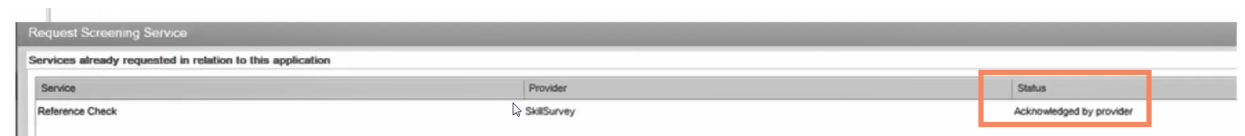
Available Services

Reference Check, provided by SkillSurvey ▼

Comments

Done

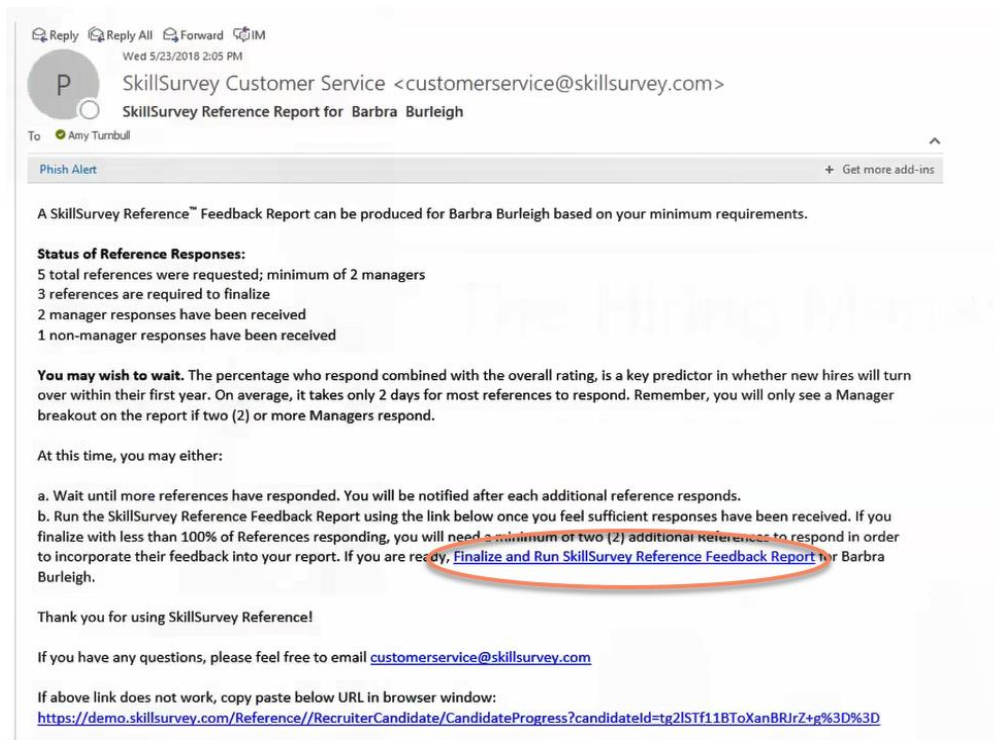
Step 4: Verify acknowledgement of reference check request submission.



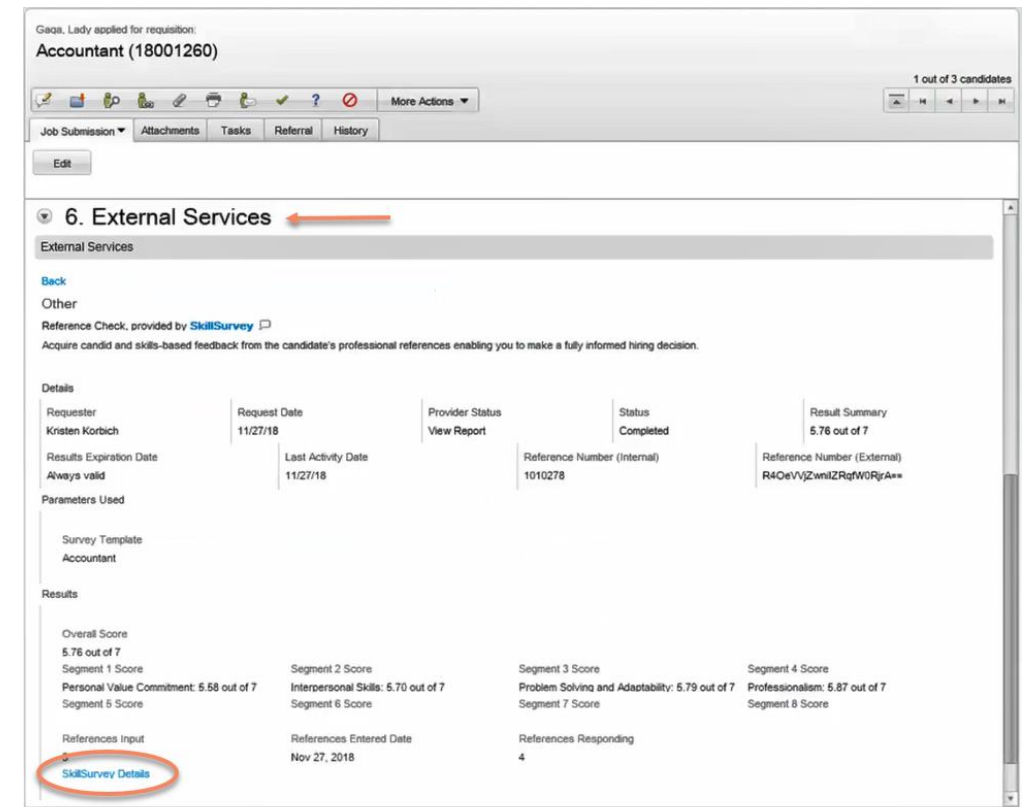
Service	Provider	Status
Reference Check	SkillSurvey	Acknowledged by provider

Skill Survey Results

Step 1: You will receive an email when the minimum amount of references required are received (3 out of 5 including 1 supervisor). You can finalize or wait for more references.



Step 2: Once finalized, view report via link provided. You can save results or send as needed. You can always view results in Talent Center.



Step 3: Read and interpret report. Detailed guidance is available in each section to provide further explanation of results.



SKILLSURVEY REFERENCE™ FEEDBACK REPORT



CANDIDATE

Taylor Swift



POSITION

Accounting Assistant



PRE-HIRE 360® SURVEY

Accountant



CANDIDATE IP ADDRESS

136.142.213.72 (Duplicate IP Address)



CANDIDATE ASSIGNED TO

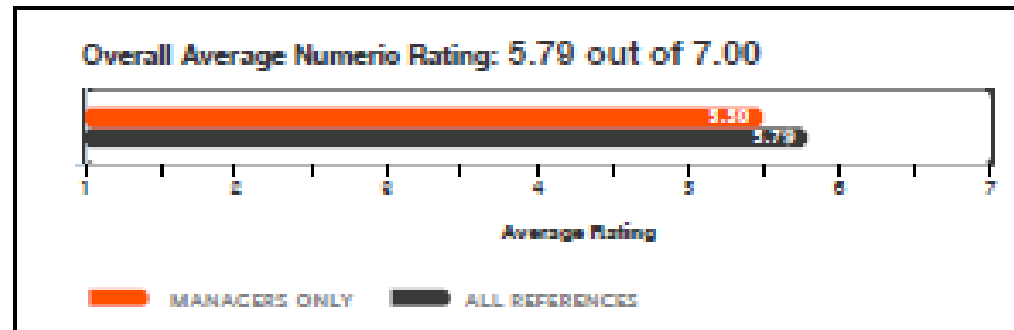
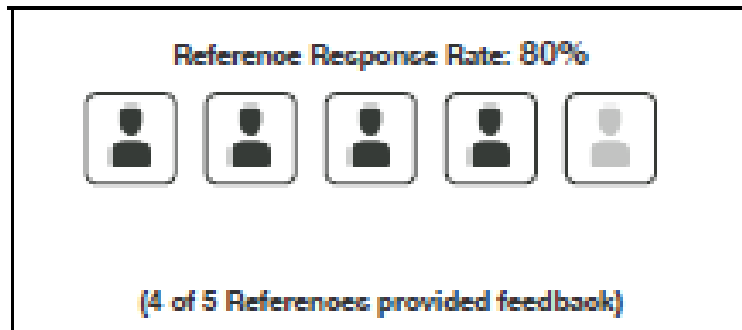
Taylor Swift

PRE-HIRE 360[®] FEEDBACK REPORT - EXECUTIVE SUMMARY

SKILLSURVEY
Reference

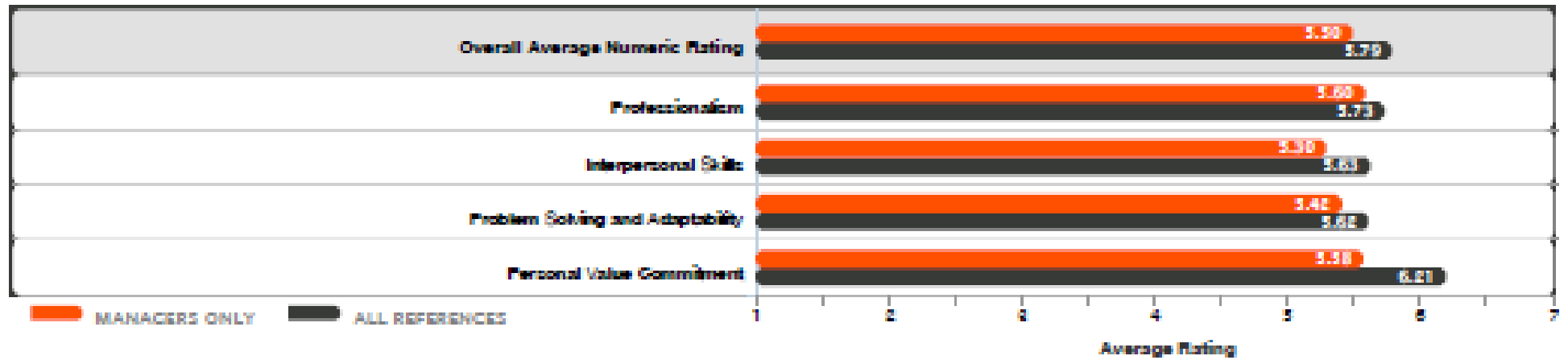
PREDICTIVE ANALYTICS

Numerous criterion-related validity studies conducted by the Skillsurvey analytics team who followed tens of thousands of new hires for an average of 21 months reveal that two factors - Reference response rate and overall average numeric rating - are statistically predictive of turnover for cause within a year of hire. These two factors are shown below.



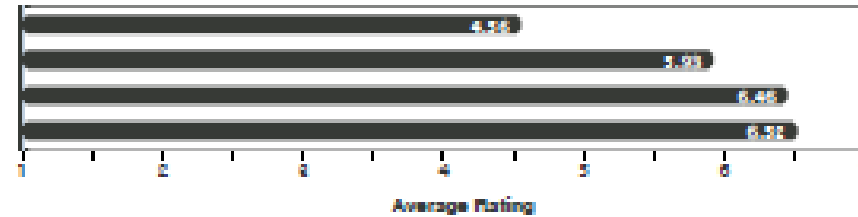
COMPETENCY CLUSTER SUMMARY

The Candidate's References rated him/her on job-specific behaviors which are grouped into a Competency Cluster. Below is a summary of the average ratings for each Competency Cluster. The job-specific behaviors that make up each Competency Cluster can be found in a later section of this report. If at least two of the Candidate's managers provided feedback, a "Managers Only" bar (in orange) is displayed.



AVERAGE RATING BY REFERENCE

The feedback from each Reference is presented in order by average numeric rating (shown at the end of the bar).



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PRE-HIRE 360[®] FEEDBACK REPORT - EXECUTIVE SUMMARY

SKILLSURVEY
Reference

REFERENCE COMMENTS

Each Reference had the option of entering open-ended text comments on the Candidate's work-related areas for improvement and strengths. A horizontal line separates comments provided by different References. Note: comments are verbatim as provided by References.

WORK-RELATED STRENGTHS:

Team work Loyalty to company knowledge of job

Conscientious, professional at all times, interacts well with outside clients and all departments within the corporation. Knowledgeable of required programs to complete her responsibilities. Willingness to cross train and asks to learn new processes. A very personable individual.

Performing

WORK-RELATED AREAS FOR IMPROVEMENT:

Patience with processes understanding the voice of the customer timeliness of customer response

Discuss matters that may conflict with others reporters on monthly and biweekly budget reports. She has the knowledge, but sometimes doesn't believe in herself. She helps other coworkers too often. A great attribute, but as a supervisor we also see an increase in her stress level.

Attention to Detail Multitasking

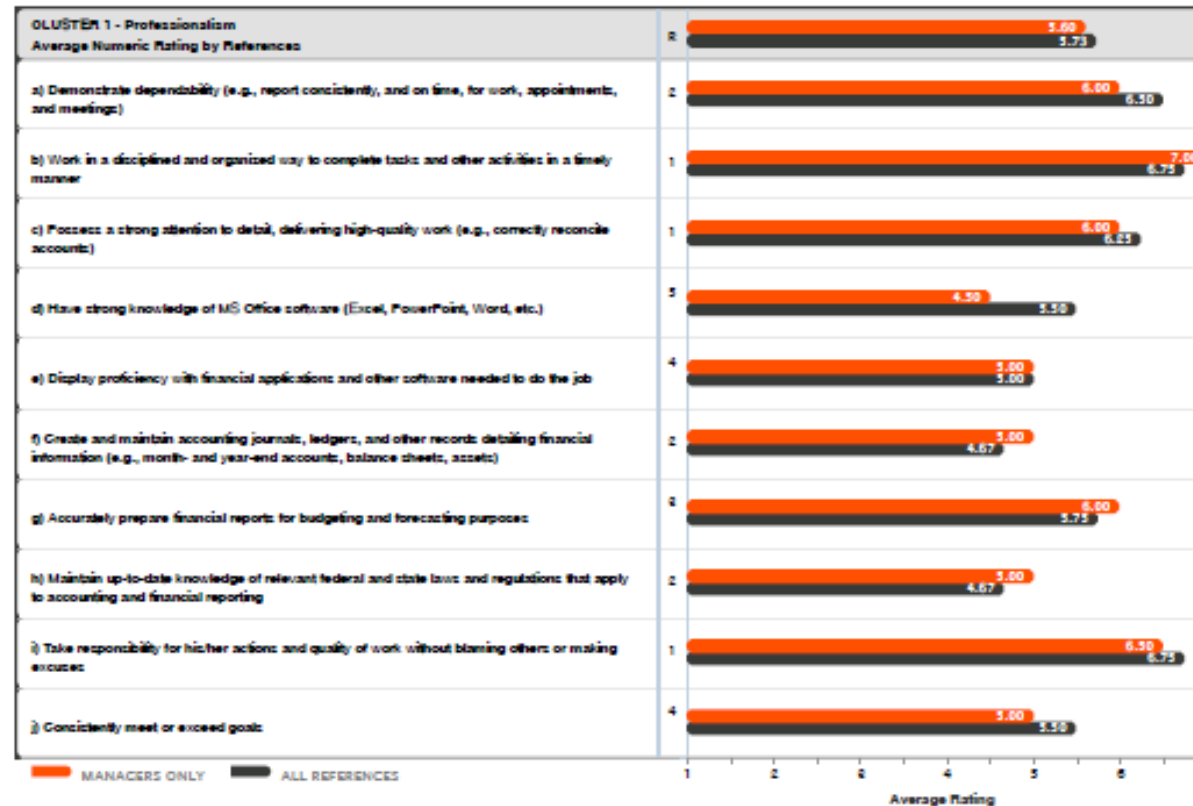
TIMELINE

User Submitted Candidate:	November 29, 2018 - 10:39AM (CST)	Candidate Submitted References:	November 29, 2018 - 10:45AM (CST)
Candidate Response Time:	0.00 Business Days 0.00 Calendar Days	Median Reference Response Time:	0.1 Business Days 0.1 Calendar Days
Report First Ready to be Finalized:	November 29, 2018 - 03:05PM: 0.19 Business Days	Report First Finalized:	November 30, 2018 - 08:09AM: 0.90 Business Days

BEHAVIORAL QUESTIONS BY COMPETENCY CLUSTER

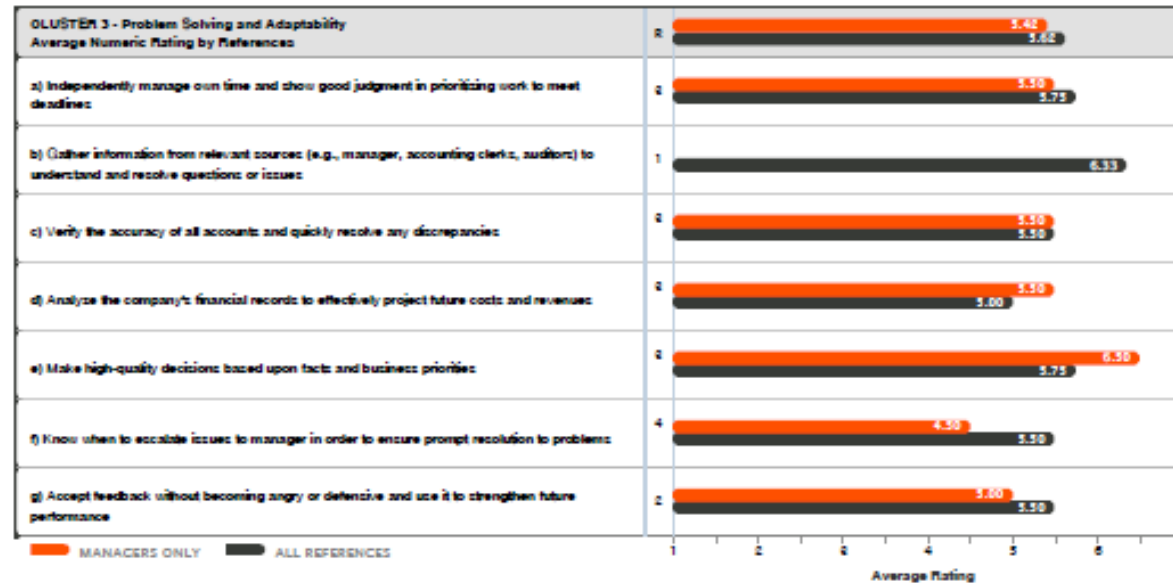
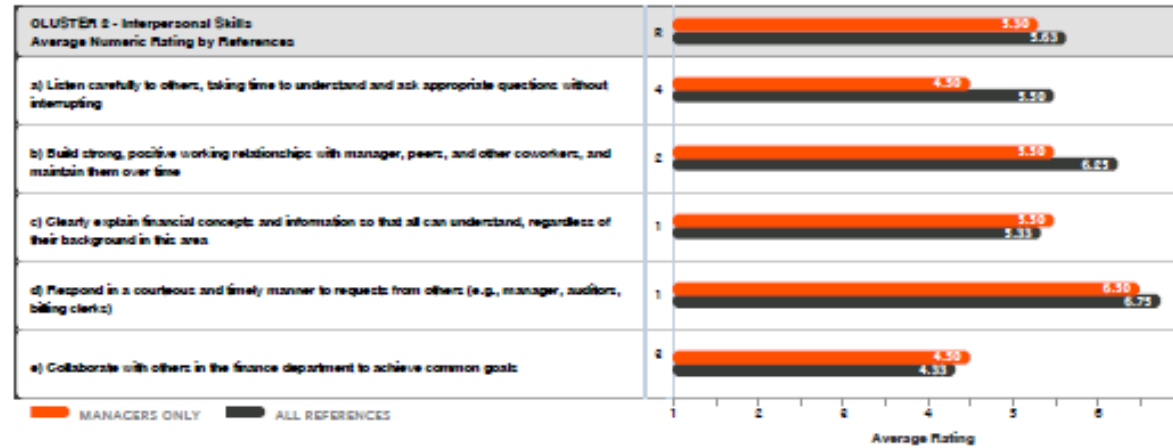
The section shows the average numeric ratings by competency cluster, such as "Interpersonal Skills". If at least two of the Candidate's managers submitted feedback, a "Managers Only" bar (in orange) is displayed.

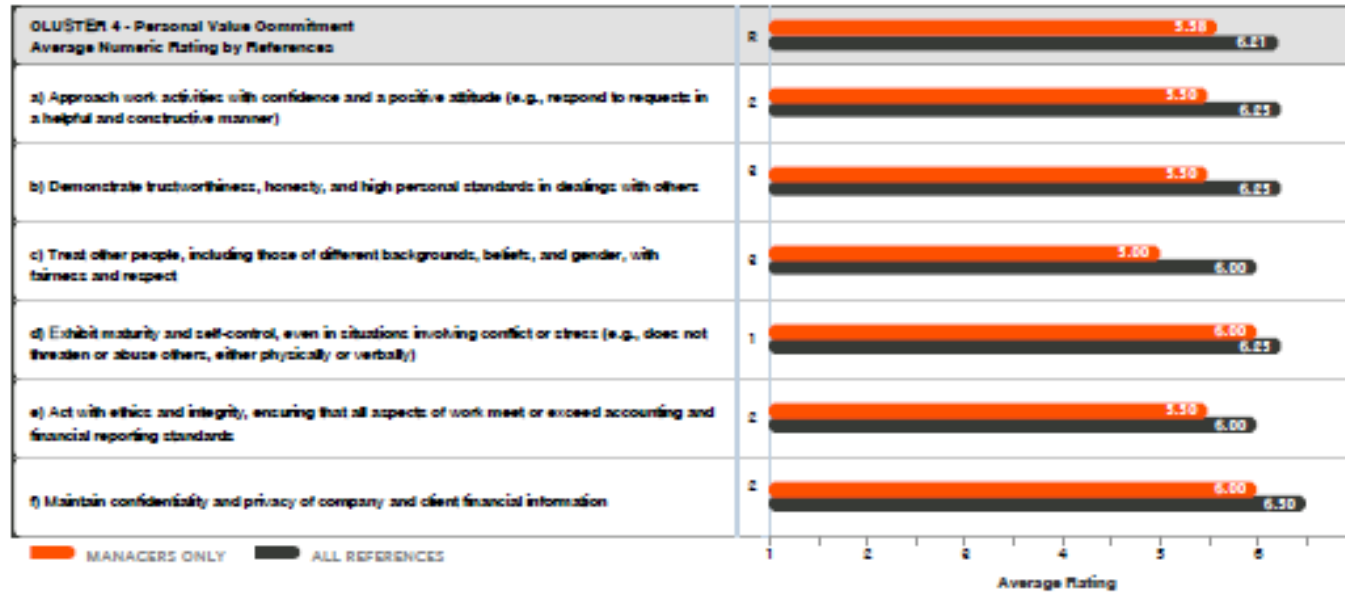
The number in the column labeled "R" next to the behavioral question shows the range or difference between the highest and lowest rating submitted by the References for the behavior. Example with 3 References: Reference 1 rated a '7' on a behavior, Reference 2 rated a '5' on this same behavior, and Reference 3 rated a '5' on this same behavior. R = 2 (highest rating submitted minus lowest rating submitted, or 7 - 5 = 2).



Taylor Swift

SKILLSURVEY Reference





ADDITIONAL REFERENCE FEEDBACK

This section shows the responses by References to the following two questions.

1. "Were you involved in the decision to hire this person at your company?"

Yes: 3/4 (75%)
No: 1/4 (25%)

*Based on responses from over 1 million References, 85.1% answered 'yes' to this question.

2. "Would you work with this person again in the future?"

Yes: 4/4 (100%)
No: 0/4 (0%)

*Based on responses from over 1 million References, 99.2% answered 'yes' to this question.

REFERENCE CONTACT INFORMATION

Candidates initially submit information about their References, such as the nature and duration of their work relationship with them. If a Reference has changed any information supplied by the Candidate, the text of the information that was changed will appear in red font in this section. You may choose to discuss any text in red font with the Candidate.

The symbols indicating survey completion status of the Reference are as follows:

- Solid green checkmark (✓): the Reference submitted his/her survey feedback responses prior to the time that the report was finalized by the end user.
- Hollow checkmark outlined in black (◻): the Reference submitted his/ her survey feedback responses after the Candidate report was finalized, so this Reference's feedback is not included in the report. Re-finalize the report to include this Reference's feedback.
- The word "NO" in red font (NO): the Reference has not submitted his/her survey feedback responses.

MANAGER ✓	MANAGER ✓	MANAGER ✓	NON-MANAGER ✓	NON-MANAGER ✓
<p>Mrs. Sophia Brien (Mrs. Sofia Brien)</p> <p>Company: Pitt</p> <p>Reference Job Title: HR Director</p> <p>Relationship: Manager (Supervisor, Boss)</p> <p>Phone#: Work: 412-648-4201</p> <p>Email: spb128@pitt.edu</p> <p>IP Address: 150.212.133.143</p> <p>Completed: 11/29/2018 11:11:00 (0 Business day, 0 Calendar day)</p> <p>Current Company: Pitt</p> <p>Current Job Title: Manager of HR</p> <p>Dates: 05/2013 To 05/2016 (3 years, 0 months)</p> <p>Address: Pittsburgh, Pennsylvania United States</p> <p>Does Reference/Referee want to be informed of professional development opportunities?: No</p>	<p>Mrs. Mary Anne Kolony</p> <p>Company: Pitt</p> <p>Reference Job Title: HR Director</p> <p>Relationship: Manager (Supervisor, Boss)</p> <p>Phone#: Work: 412-648-4201</p> <p>Email: msk59@pitt.edu</p> <p>IP Address:</p> <p>Completed: (No)</p> <p>Current Company: Pitt</p> <p>Current Job Title: HR Director</p> <p>Dates: 06/1999 To 08/2015 (15 years, 9 months)</p> <p>Address: Pittsburgh, Pennsylvania United States</p>	<p>Mrs. Kristen Korbich</p> <p>Company: Pitt</p> <p>Reference Job Title: Manager</p> <p>Relationship: Manager (Supervisor, Boss)</p> <p>Phone#: Work: 412-648-4201</p> <p>Email: kkorbich@pitt.edu</p> <p>IP Address: 196.142.213.72 (Duplicate IP Address)</p> <p>Completed: 11/30/2018 08:09:00 (1 Business days, 1 Calendar days)</p> <p>Current Company: Pitt</p> <p>Current Job Title: Manager</p> <p>Dates: 05/2002 To 06/2016 (14 years, 1 month)</p> <p>Address: Pittsburgh, Pennsylvania United States</p> <p>Does Reference/Referee want to be informed of professional development opportunities?: No</p>	<p>Mrs. Debra Biggerstaff</p> <p>Company: Pitt</p> <p>Reference Job Title: HR Director</p> <p>Relationship: Coworker (Manager (Supervisor, Boss))</p> <p>Phone#: Work: 412-648-4201</p> <p>Email: bigger@pitt.edu</p> <p>IP Address: 150.212.144.24</p> <p>Completed: 11/29/2018 15:06:00 (0 Business day, 0 Calendar day)</p> <p>Current Company: Pitt</p> <p>Current Job Title: HR Director</p> <p>Dates: 05/2002 To 09/2012 (10 years, 4 months) (05/2009) To (04/2018) (8 years, 11 months)</p> <p>Address: Pittsburgh, Pennsylvania United States</p> <p>Does Reference/Referee want to be informed of professional development opportunities?: No</p>	<p>Mrs. Pam Sabol (Mrs. Pamela Sabol)</p> <p>Company: Pitt (University of Pittsburgh)</p> <p>Reference Job Title: HR Director</p> <p>Relationship: Coworker (Manager (Supervisor, Boss))</p> <p>Phone#: Work: 412-648-4201 (Work: 814-269-7195)</p> <p>Email: pjsabol@pitt.edu</p> <p>IP Address: 150.212.152.58</p> <p>Completed: 11/29/2018 11:01:00 (0 Business day, 0 Calendar day)</p> <p>Current Company: University of Pittsburgh</p> <p>Current Job Title: HR Director</p> <p>Dates: 12/2004 To 05/2013 (8 years, 5 months) (09/2013)</p> <p>Address: Pittsburgh, Pennsylvania United States (Salix, Pennsylvania United States)</p> <p>Does Reference/Referee want to be informed of professional development opportunities?: No</p>