Best Practices

using

ChequedReference™

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Goals in Using ChequedReference™

Use ChequedReference™ to help hire candidates with the highest probability of success. ChequedReference™ is able to assist you with this because it provides job relevant and objective information in a way that traditional (phone based) reference checks cannot. Study after study have shown that resumes, job applications and traditional phone based reference checks, which are the most used candidate screening tools, have very little predictability on whether or not a candidate will succeed in a given position or not. Most often they depict the candidate's ability to portray a certain version of themselves to sway your gut feeling of them. This is why organizations like Disney and Learning Care Group have adopted ChequedReference™.

Immediately benefit from time and resource savings in the hiring process when ChequedReference™ is used properly. These added benefits are the result of being able to quickly and easily identify the high potential candidates. Chequed.com's interface is easy to use and has quick candidate sorting functionality. Using ChequedReference™ will only take you minute's right up front to identify who the low potential candidates are. With using ChequedReference™ you will be able to make this identification before the interview stage and early in the process before a significant amount of time and resources have been committed to the candidate.

Review Position Settings prior to adding Candidates

If you are an **Account Admin** in your company's Chequed.com account then you have the ability to review and edit the settings for each position that is created. These settings can be accessed via the **orange magnifying glass** next to a position. It is highly recommended that settings for each position are reviewed before candidates are added!
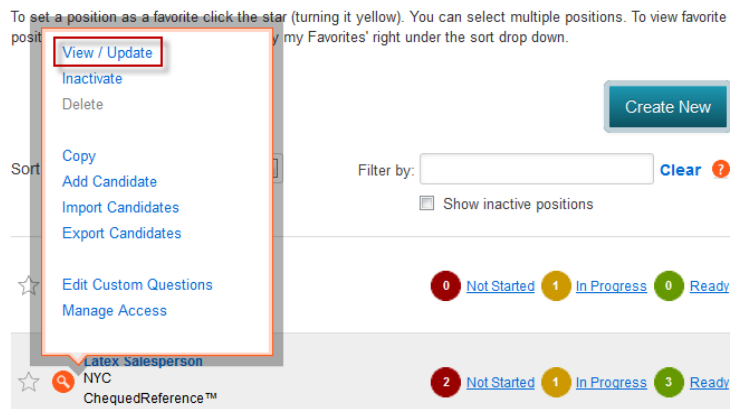
Once a candidate is invited to a position the position settings lock.

Why does this happen?

In an effort to help you make your hiring process as objective and standardized as possible, Chequed.com works to make the application experience the same for each candidate. Not only is this for predictive objectivity – using the same measures for each candidate – but also for legal considerations as well.

Communication is Key

If the reference check is clearly presented as a mandatory part of the application process, serious candidates will complete it. Good communication will lead to faster completion times and higher completion rates. **If candidates are not made aware of ChequedReference™ they may not know it is required of them.**
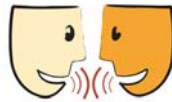
Easy ways to make sure candidates meet expectations in ChequedReference™:

- In any job posting include language which makes it clear to the candidate that as part of the application process they have a mandatory reference check.
- If you're using an ATS to send an automated Thank You email to the candidate after the candidate completes a job application, include language notifying them about the reference check.
- When inviting a candidate to begin a reference check in Chequed.com, be sure to communicate to the candidate that it will be sent to their email address and to look for the invitation.
- Encourage candidates to check daily on the progress of their references. They can check and remind using their email and password created when they registered after you invited them.
- Encourage candidates to also call references after they have sent their invites. There are circumstances where emails get caught in spam filters, etc. and this practice prevents delay in reference provider completion.
- Let candidates know what type of references you need. Don't hesitate to request specific people or companies from their experience.
- Ask every candidate for a minimum of 5 references. This will speed your completion times in case there are references who postpone the process.

Chequed Quality Indicator

Chequed.com is aware that with an email based reference check every organization has concerns around the authenticity of the references. Are these references legitimate people? Are they who they say they are? When a reference check is being run certain criteria are checked by a series of algorithms that run in the background to confirm the authenticity of a candidate's references. A score of 75% of greater indicates a high confidence level that a candidate's references are authentic.
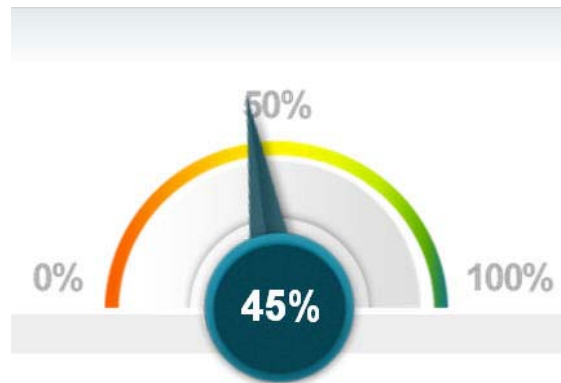
If the score is below 75% a candidate **should not** be automatically disqualified from the process. There are legitimate reasons for a low score.

We encourage you to do a follow up call with one or two of the references to confirm their authenticity if the Chequed Quality Indicator is low. You could even use the Business Impact Questions when contacting references to be extra thorough!

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Focus on Highest Potential

Chequed's scientifically based software has already done the hard work for you by indentifying each candidate's probability of success. A candidate's probability of success is represented by the overall ChequedScore they received on their report.

The ChequedScore uses a half check to five check scoring protocol. A score of five checks is highest potential with a score of a half check as the lowest potential.

Here is a breakdown of the score ranges and what they mean:

- 5 : Highest Potential
- 3 : Satisfactory
- 1 : Lowest Potential

Chequed.com does not advocate a hard cut off score. As a best practice, we recommend you focus on candidates who scored **three checks and above first**. Start with candidates who scored highest and work your way down the list.

The higher ChequedScore a candidate has, the higher the probability a candidate has at succeeding at the position they are applying to.

Why would you invest time and resources in a candidate by moving them along in the hiring process when you already know up front, that they objectively have low potential for success?

Business Impact Questions

For most organizations the interview is the most heavily relied upon and least predictive selection tool. There are two reasons the interview may hold little predictive value:

- It is normally unstructured. Having no structure in the process makes it very easy for the interview to be bias and subjective. The negative effects of an unstructured interview are only compounded by having an interviewer who is untrained or inexperienced in conducting interviews.
- Because there is no structure, interviewers are prone to not only ask the same questions time and again regardless of the job or candidate but also ask open ended irrelevant questions.

Business Impact Questions are provided for each ChequedReference™ candidate. This feature provides in depth questions to explore the competencies that are necessary for success. Using this tool adds consistency to the interview, which leads to better hiring decisions and a more legally compliant hiring process. The Business Impact Questions include:

- Behaviorally based job relevant interview questions
- Adds consistency to interviews when partnered with ChequedReference™

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Questions/Comments/Concerns?

Contact Support at Chequed.com with any questions, concerns or feedback.

Helpful Links

Login to Chequed.com: https://app.chequed.com/site/login

Support FAQs: http://www.chequed.com/client-hiring-manager-faqs/

Contact Us

Support Email: support@chequed.com

Support Phone: 888-412-0688 x 1013