

# 9-STEP SCREENING PROCESS



Technology has taken the sting out of the modern candidate screening process. Gone are the days of convoluted, drawn-out verifications, regulation headaches, and privacy concerns. These days, advanced solutions feature built-in compliance, iron-clad security and a frictionless candidate experience that typically takes **72 hours, or less**.

**Here's what the process looks like:**

STEP	SOLUTION	TIME
<b>1 OFFER</b> <i>Hiring Manager</i> extends an offer, triggering the appropriate candidate screening services (background, drug, clinical, occupational health, etc.).		On demand
<b>2 INVITE</b> <i>Candidate</i> receives an auto-generated text and/or email inviting them to begin the screening process via a secure link.	<ul style="list-style-type: none"> <li>✓ Ability to customize with your familiar logo and color scheme.</li> </ul>	Automatic
<b>3 COMPLIANCE</b> <i>Candidate</i> receives required notices and disclosures, and gives consent.	<ul style="list-style-type: none"> <li>✓ Built-in compliance for all local, state and federal regulations.</li> </ul>	<5 minutes
<b>4 INFO</b> <i>Candidate</i> provides any additional information required to complete the background check (ex: D.O.B., SSN).	<ul style="list-style-type: none"> <li>✓ Integrated solution pre-populates all previously provided information.</li> </ul>	<5 minutes
<b>5 CONFIRMATION</b> <i>Candidate</i> receives on-screen (via desktop, tablet or phone) and email confirmation that the background check process has been successfully started.	<ul style="list-style-type: none"> <li>✓ Provide the highest security certifications, including ISO 27001 and SOC 2 compliance.</li> </ul>	Automatic
<b>6 SCREENING</b> <i>Candidate</i> completes any required drug testing and/or occupational health screenings.	<ul style="list-style-type: none"> <li>✓ Integrates any screening requirements within the background check session, including providing convenient clinics based on zip code.</li> </ul>	Varies
<b>7 FULFILLMENT</b> <i>Platform</i> automatically, intelligently routes all screening requests for fulfillment.	<ul style="list-style-type: none"> <li>✓ Optimized, time tested integrations with high quality, primary and best-in-class sources ensure faster turnaround times and accurate information.</li> </ul>	Typically 24-72 hours
<b>8 STATUS</b> <i>Hiring Manager</i> receives real time status updates automatically upon any change of status.	<ul style="list-style-type: none"> <li>✓ Flexible and customizable to your particular needs.</li> </ul>	Automatic
<b>9 COMPLETION</b> <i>Hiring Manager</i> receives a link to the complete report and a score indicating if the candidate is clear; some clients have us score ineligible.	<ul style="list-style-type: none"> <li>✓ Client initiates adverse action process for ineligible candidates that complies with local, state and federal requirements. Receiving the link is automatic.</li> </ul>	Automatic