

Quick Start Guide

Background Check

Background checks are an important part of the hiring process for any industry. symplr Recruiting has been designed to provide the request and review of background checks as an easy, fully-integrated process for users. This guide aims to provide an overview of the steps necessary to set up and use the background check feature.

User Setup

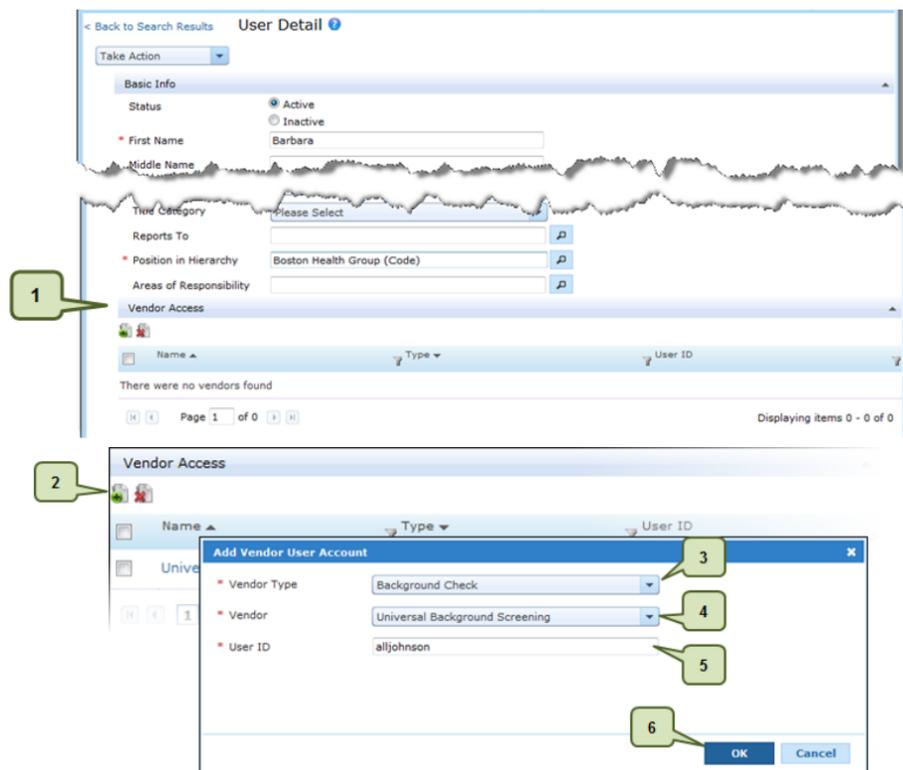
Before any background checks can be run in symplr Recruiting, your system must be properly configured and users need to have the necessary access to request background checks. The basic pre-requisites include the establishment of an account with the background vendor of your choice, and having the background check feature enabled in symplr Recruiting by a symplr support specialist.

Once these requirements have been fulfilled, your system is ready to utilize background checks, and users can now be granted the ability to perform these checks. These steps indicate how to activate users for background checks.

1. Locate the **Vendor Access** area on the *User Detail* page for the selected user.
2. Click the **Add Vendor User Account** button. This opens the *Add Vendor User Account* pop-up window.
3. Select **Background Check** from the **Vendor Type** drop-down list.
4. Select your chosen background check vendor from the Vendor drop-down list.
5. Enter the **User ID** for the user.

Note: The *User ID* in this step is provided to you from the background check vendor. It is not the same *User ID* that is used for the symplr Recruiting system.

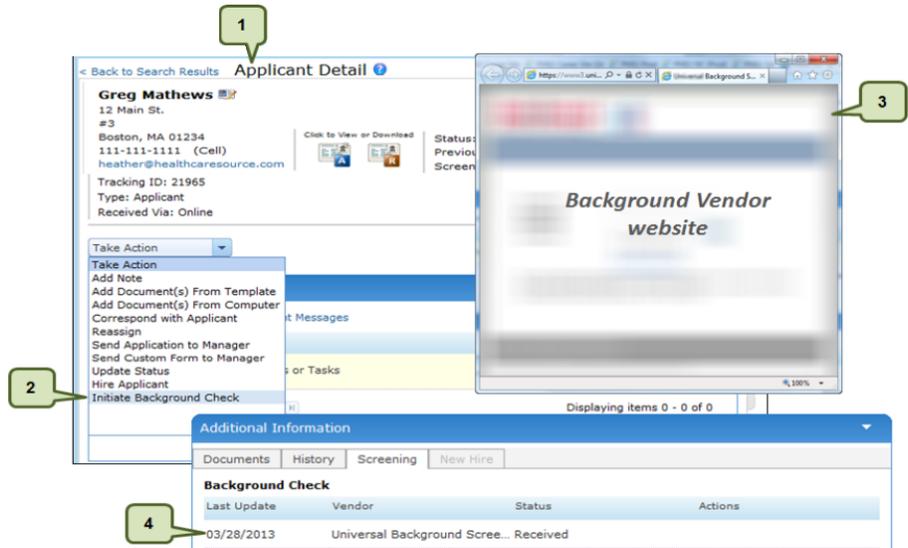
6. Click **OK** when finished. The pop-up window closes, and the selected vendor is displayed in the Vendor Access table.



Requesting a Background Check

In order to run a background check, the selected applicant must have completed the necessary authorization forms from the career site. Additionally, ensure your browser's pop-up blocker has been disabled for symplr Recruiting. Then, follow these steps:

1. Open the *Applicant Detail* page for the applicant you wish to run a background check on.
2. Select the **Initiate Background Check** option from the **Take Action** dropdown list. This opens a new browser window that loads the website of your company's chosen background vendor.
3. On the vendor site, enter any additional information necessary to complete a background check.



Note: You may be required to log into the vendor site before completing the background check request. This only occurs on the first time you log in to the vendor site. Your browser will automatically provide your login information to the vendor site for subsequent requests so you may bypass this step in the future, provided you do not clear your browser cookies.

4. After you have completed the form and submitted the request, the vendor pop-up window closes. The Background Check table on the **Screening** tab is updated to indicate the request has been received.

Viewing a Background Check

When the vendor has completed the background check and returned the results, the applicant's record in symplr Recruiting is automatically updated to indicate the report is ready for viewing. To view the report, click the **View Results** link on the *Screening* tab. This once again opens a new browser window to the vendor's website, which displays the report information.

