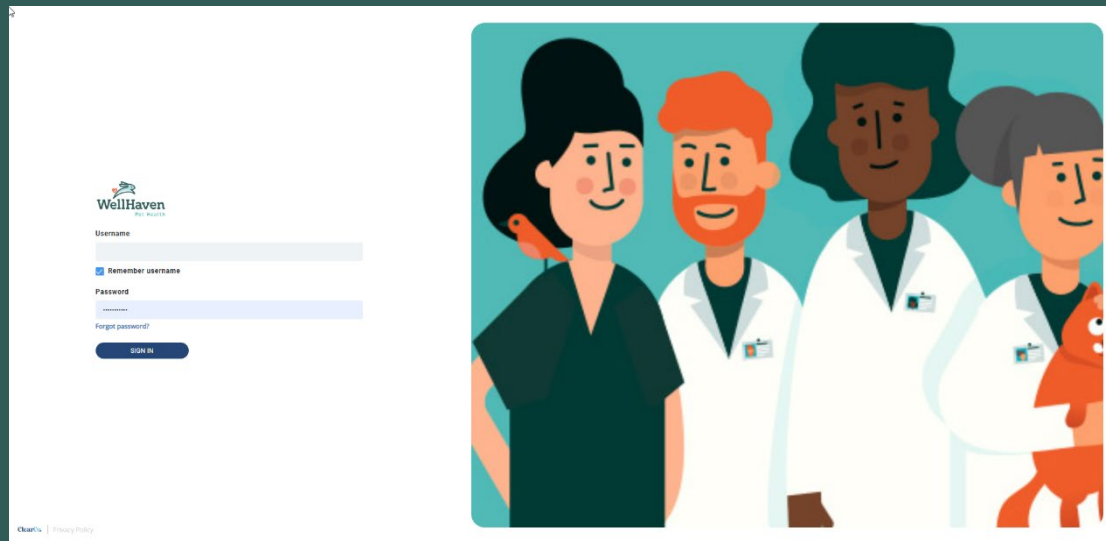# Clear Company – Background Check - Status

Background Check – Instruction Guide

Background Check email will be sent **AUTOMATICALLY** to your Candidate once they have <u>accepted and signed</u> their Offer Letter

Step 1: To review the Candidate's Background Check Status, the first step is to Select Tools and Recruiting

Step 2: Click on the Requisition you are managing

Step 3: To find the candidate you're checking their Background Check Status, click on Candidates

Step 4:   Toggle to your Candidate List and Select Offer to show a list of all Candidates who have had an offer extended

Select the Candidate that you'd like to check their Background Check Status.

Step 5: Within the **Profile** tab you will find the **Background Checks by Clear Company** section

This is an example of "Pending" status:

Please note:

"Pending" status means that the Applicant has been sent the invite and the background check is pending research.

This is an example of a "Completed" Status – This is the same as "Cleared/Passed" and ready to move on to next steps

This is an example of a "Failed" Status

If this status occurs, please reach out to HR at HR@WellHaven.com