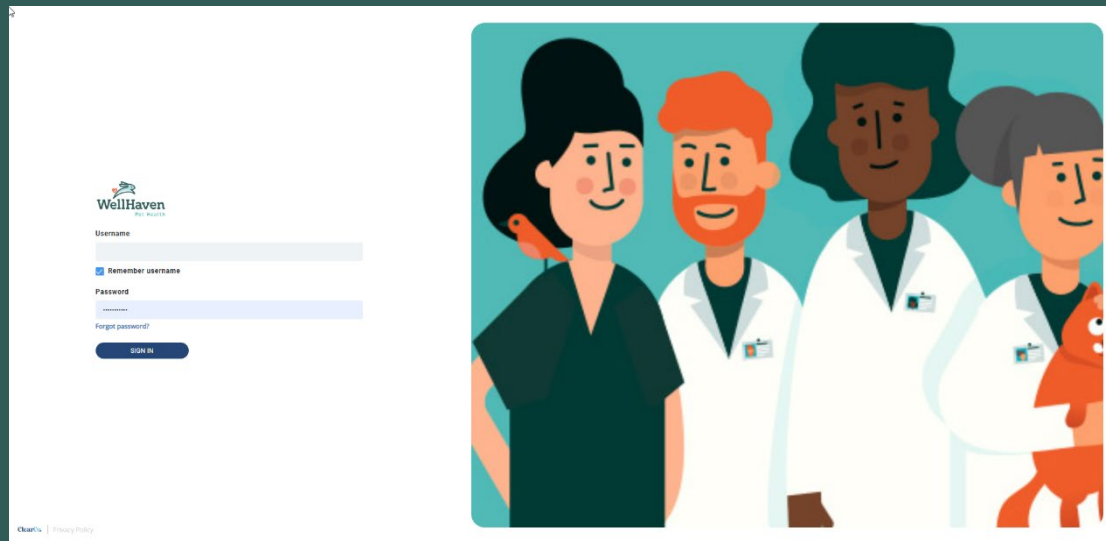




Clear Company – Background Check - Status



Background Check – Instruction Guide



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

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

The screenshot shows the ClearCo HR dashboard for a user named PH (PM PD Hiring Manager). The top navigation bar includes 'Me', 'Team', 'Company', 'Tools', and 'Click'. The 'Tools' dropdown menu is open, with 'Recruiting' highlighted. The dashboard features a 'Tasks' section with a 'Tasks' icon and a 'Schedule' section with a calendar view for the week of the 24th to 30th. The 'Fun Fact' field is empty, and the 'Mission Statement' field contains the text: 'Provide a sentence or two on how the work you do contributes to the company's success.' The footer includes the ClearCo logo and a link to the Privacy Policy.

Step 2: Click on the Requisition you are managing

The screenshot shows a web interface for managing requisitions. At the top, there is a navigation bar with 'Me', 'Team', 'Company', and 'Tools'. A search bar for 'Search My Candidates' is on the right. Below the navigation is a 'Recruiting' header with a 'Requisitions' button. A summary section shows statistics: 1 Total Requisition, 0 Draft, 0 New Requests, 0 Pending Approval, 1 Open (highlighted in blue), 0 On Hold, 0 Rejected, and 0 Closed. Below this is a table of requisitions. The first row, 'General Consideration', is highlighted with an orange box and has an orange callout bubble with a magnifying glass icon and the word 'Click' pointing to it. The footer contains the 'ClearCo' logo and a 'Privacy Policy' link.

REQ ID	STATUS	DAYS OPEN	ACTIVE CANDIDATES	TOTAL CANDIDATES	FURTHEST WORKFLOW	HIRING MANAGER	RECRUITER	DEPARTMENT	OFFICE
General Consideration	Open, Posted	67	12	15	Hired - Onboarding (1)	PM PD Hiring Manager	HR Admin Business Partner	Human Resources	Animal Health Services

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

The screenshot shows a web interface for a requisition. At the top, the word "REQUISITION" is centered. In the top right corner, there are icons for "Help", a share icon, and a close icon. Below this, the main heading is "General Consideration" with a sub-heading "Human Resources (A Click Services, 1)" and an "Open" button. A navigation bar contains three tabs: "Dashboard", "Candidates" (which is highlighted with an orange box and has a callout bubble saying "Click"), and "Details".

Below the navigation bar is a summary row with five metrics: "1 OPENING", "67 DAYS OPEN", "15 CANDIDATES", "4 INTERVIEWS / 7 OFFERS", and "3 HIRED".

The next section is "My Alerts", featuring a bell icon and the text "ALL CAUGHT UP! You don't have any alerts at the moment."

Below that is "Candidates I'm Following", with a star icon and the text "FOLLOW THE A-PLAYERS" and "Click the 'follow' link when viewing a candidate to add them here".

On the right side, there is a "Candidates" search bar. Below it is a chart titled "Inbound Candidates Last 5 Weeks" showing a blue area chart with a peak at "3 Wks Ago". The x-axis labels are "5 Wks Ago", "4 Wks Ago", "3 Wks Ago", "Last Week", and "This Week". Below the chart, it says "Week Ends on Saturday" and "Get More Applicants".

At the bottom right is a section titled "Top Candidate Sources" with a list of sources and their counts: "Created via manual entry" (6), "Obtained from public company board" (1), "Indeed" (2), "Created by referral" (1), and "Sourced" (0).

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**.

REQUISITION

General Consideration
Human Resources (Animal Health Services, 1) Open

Dashboard **Candidates** Details

15 Total Applicants | 1 New Applicants | 1 Screening | 5 Interviewing | 5 Offer | 3 Hired | 0 Dispositioned

Bulk Actions ▾ ADD CANDIDATES ▾

<input type="checkbox"/>	GRADE	CANDIDATE	NOTICE	HIRING STAGE	HIRING MANAGER	LAST ACTION
<input type="checkbox"/>	?	BS Britney Spears		Background Check - Pending	PM PD Hiring Manager	Sep 21st, 2023 (13 days ago)
<input type="checkbox"/>	?	SS Sally Sue		Background Check	PM PD Hiring Manager	Sep 12th, 2023 (22 days ago)
<input type="checkbox"/>	?	JP Joe Pepitone		Offer Accepted	PM PD Hiring Manager	Sep 8th, 2023 (a month ago)
<input type="checkbox"/>	?	JD Jane Doe		Offer Sent	PM PD Hiring Manager	Sep 8th, 2023 (a month ago)
<input type="checkbox"/>	?	JM Jimmy McTester		Offer Accepted	PM PD Hiring Manager	Sep 8th, 2023 (a month ago)

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

This is an example of “Pending” status:

The screenshot shows a web interface for a requisition titled "Creative Director" under the "Editorial And Publishing (Main Office, 244)" department. The page is in the "Candidates" tab. On the left, there is a sidebar with "Interviewing (3)" and a list of candidates: David Pool, James Lepley, and Glenn Derby, all with "Interview Complete" status. The main content area shows the profile for David Pool, a "Creative Director Candidate". The "Profile" tab is selected and highlighted with a red box. Below the profile tabs, the "Background Checks by ClearCompany" section is also highlighted with a red box. It shows a table with one entry: "Creative Director Requisition (1)" with a status of "Pending". A red arrow points from the "Status" column to the word "Pending". A green notification box at the bottom right says "Background Check sent."

Order Id	Status
cc9db6d4-a068-d890-21d1-259426f20e3a	Pending

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

The screenshot displays a user interface for a requisition. At the top, the word "REQUISITION" is centered, and "Help" is on the right. A dark header bar contains a close button, the title "BG Check Sent", and two buttons: "DECLINE" and "MOVE FORWARD". Below this is a profile card for Lauren Walsh, a Designer Candidate, with her email address lwynn+ltest@clearcompany.com. It notes she applied 15 days ago (Oct 31, 2022). A navigation menu includes "Profile" (highlighted with a red box), "Interviews", "Hire", "Timeline", "Analytics", and "Actions". Below the menu, a section titled "Background Checks by ClearCompany" (also highlighted with a red box) includes a "Start Background Check" button. A dropdown menu for "Designer Requisition (1)" shows "Latest activity 15 days ago". A table displays the background check details:

Background Checks By ClearCompany (Background Check)	
Order Id	8fbe5443-fd56-5bb9-f10a-6c2f0fca957a
Status	Complete
Date Completed	2022-10-31

A red arrow points from the "Status" row to the "Complete" value. A "View Full Report >" link is visible to the right. Below the table is a "Latest Events" timeline with three events: "Nov 2 New Workflow BG Check Sent", "Oct 31 New Workflow New Applicant", and "Oct 31 Created via manual entry". A "Notes" sidebar is on the right. A URL is visible at the bottom left: https://allclearscreening.instascreen.net/editor/viewReport.taz?file=1023

This is an example of a “Failed” Status



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

REQUISITION Help Share Close

Creative Director

Editorial And Publishing (Main Office, 244) Open

Dashboard **Candidates** Sourcing Details Analytics Candidates

Interviewing (3)

Bulk Actions

DP David Pool
Interview Complete
updated today

JL James Lepley
Interview Complete
updated today

GD Glenn Derby
Interview Complete
updated today

Interview Complete DECLINE MOVE FORWARD

DP David Pool External
Creative Director Candidate follow
123-456-7891 (Office)
Boston, MA
dpcol@email.com

Applied a few seconds ago (Nov 15, 2022)

Profile Interviews Hire Timeline Analytics Actions

Background Checks by ClearCompany Start Background Check

Creative Director Requisition (1) Latest activity a few seconds ago

Background Checks By ClearCompany (Background Check)

Order Id
1a80c7df-9317-566b-33c4-cf1a71e5e3f9

Status
Needs Review
[View Full Report >](#)

Date Completed
2023-10-13

Flags
TRUE

Result
-

Latest Events

Background Check sent.