

Background Integration

Seamlessly submit and receive applicant background information with the myStaffingPro[®] Background Integration module.

Features

- ▼ **Easy Submittal** – Initiate the background check by updating the applicant’s status and sending an email request for them to complete the background disclosure form.
- ▼ **Electronic Signature of Background Disclosure** – Reduce your time-to-fill by enabling applicants to electronically sign the background disclosure form. The disclosure can be signed using “click to sign”, a mouse signature, or signature pad technology.
- ▼ **Ensure FCRA Compliance** – Maintain compliance by setting the number of days that the FCRA is valid after being eSigned.
- ▼ **Review Order Status** – Monitor and review the background request on the applicant’s verification tab. The order status will automatically update as the background is submitted, confirmed, and completed.
- ▼ **One Click Access to Detailed Results** – Select the view/edit link on the applicant’s verification tab to gain in-depth information on the applicant’s background check.
- ▼ **Analyze the Activity** – Evaluate the timeline for completion with the entries on the applicant’s notes tab.
- ▼ **Restrict User Access** – If desired, you can limit which users have access to view the applicant’s background information.

Please contact your Sales Representative for additional functionality and pricing information.

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Initiate Background

Order#	Order Name	Result	Date Received	View Details
ADM-07-31-07	Office Manager	Result: In Progress	3/15/2008 11:12:00 AM	View Details
ADM-07-31-07	Office Manager	Result: In Progress	3/15/2008 11:07:50 AM	View Details
ADM-07-31-07	Office Manager	Result: Not Satisfactory	3/15/2008 12:59:00 PM	View Details
ADM-07-31-07	Office Manager	Result: Completed	3/15/2008 4:38:00 PM	View Details

Verification Tab

Order/Action	Location	Status	Note	User	Date/Time
ADM-07-31-07 - Office Manager	Lima, OH	VF - In Progress	Assignment updated	Julia Franchino	3/15/2008 11:12:00 AM
ADM-07-31-07 - Office Manager	Lima, OH	VF - In Progress	Status updated	Brad Reiche	3/15/2008 12:59:00 PM
ADM-07-31-07 - Office Manager	Lima, OH	VF - In Progress	Status updated - Background Screening request initiated	myStaffingPro Process	3/15/2008 12:59:00 PM
ADM-07-31-07 - Office Manager	Lima, OH	VF - In Progress	Status updated - Background Screening results received	myStaffingPro Process	3/15/2008 11:22:00 AM
ADM-07-31-07 - Office Manager	Lima, OH	VF - In Progress	Status updated - Background Screening request initiated at	myStaffingPro Process	3/15/2008 11:22:00 AM
ADM-07-31-07 - Office Manager	Lima, OH	VF - In Progress	Assignment updated	Brad Reiche	3/16/2008 12:35:00 AM
ADM-07-31-07 - Office Manager	Lima, OH	VF - In Progress	Status updated - Bio is a test	myStaffingPro Process	3/16/2008 3:10:01 PM
ADM-07-31-07 - Office Manager	Lima, OH	VF - In Progress	myStaffingPro Process	myStaffingPro Process	3/16/2008 3:10:01 PM
ADM-07-31-07 - Office Manager	Lima, OH	VF - In Progress	Data Sheet and/or Resume Received	myStaffingPro Process	3/16/2008 3:10:01 PM
ADM-07-31-07 - Office Manager	Lima, OH	VF - In Progress	Assignment updated	Brad Reiche	3/16/2008 7:48:00 AM

Notes Tab