



CHECKBACK INTERNATIONAL

The Vetting Solutions Centre

About your Applicants workbench

When logged on to your Checkback online Account you will see the 'Applicants workbench'.

You can flip between Applicants & Candidates workbench from drop down menu at top of screen

About your Applicants Workbench;

1. Applicants Workbench is a list of your recruits (applicants) you have sent an invite/link to complete online Checkback application form, but have yet to start the vetting process i.e. not visible on Candidates (Screening team) Workbench
 - a. Under heading **Status** there are a number tags;
 - i. **'In progress'** – Applicant has yet to fully complete application form
 - ii. **'Awaiting Approval'** – Applicant has submitted fully application form and ready for you to 'approve' across onto Candidates (Screening team) Workbench
 - iii. **'Awaiting Approval N/S'** – Application has been submitted fully but no consent form as been uploaded
 - iv. **'Awaiting Approval N/A'**– Application has been submitted fully but not been approved on the authorisation page
2. You can review each application by **right clicking** on it and selecting **Edit** and then **review** (from menu on left) – any incomplete sections will be highlighted in Red Text.