



CHECKBACK INTERNATIONAL

The Vetting Solutions Centre

Candidates workbench

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

About your Candidates Workbench;

1. Candidates Workbench is a list of applications live on our (Screening team) Workbench i.e. vetting has commenced
 - a. Under heading **Status** there are a number tags;
 - i. **'Permission'** – On our workbench but waiting their consent to proceed
 - ii. **'Pre-Check'** – Initial Checks are being carried out to ensure compliance before being released to screening team
 - iii. **'Written'** – Waiting for written references to come back from referees who have been contacted, but wish/need to respond with a written reference only
 - iv. **'Awaiting sign off'**– Fully complete and with the sign off team who will clear report for return to you once compliance checks have been fully complete
2. You can review each candidates progress on Screening Teams workbench by **right clicking** on their name where you will have 2 options;
 - i. View original application
 - ii. View how the Screening is progressing

References in green are complete

References in Blue are work in progress

References in Amber have yet to be actioned