



CHECKBACK INTERNATIONAL

The Vetting Solutions Centre

To invite your applicant to complete this stage of your recruitment process...

- > **LOG IN** by entering above your CLIENT/USER/PASSWORD details, then;
 1. Go to **self-service** (on Left hand menu)
 2. Select **Client**
 3. **Enter** at least the candidates basic details marked with an * & press Next
 4. Select the **screening type** in default rules & **click** 'Email the applicant to complete'

You have now emailed your applicant to complete the Checkback online application form.

Remember:

1. We will only have visibility on applications you '**Approve**' across onto our workbench (where vetting commences)
 - a) You can approve applications by simply right clicking on applicants form and selecting 'approve'.
 - b) If option 'Approve' is not available, it simply means application remains incomplete...you should select 'Edit' then 'Review' (on left hand side) and all missing vital information or Gaps will be highlighted in red. Once Applicant has fully completed form you will be able to 'approve' it across to our workbench.
2. You can **track** the progress of all 'Approved' applications in real time as they move through the vetting process. Click on below link to find out more.

Feel free to submit a test form, but please mark it as **TEST** so we can later delete. If you need any assistance, please contact your Checkback Account manager. We recommend you Personalise your Password once logged on for the first time.