

Job Aid: Initiating the ClearStar Background Check and Initiating Onboarding

Description

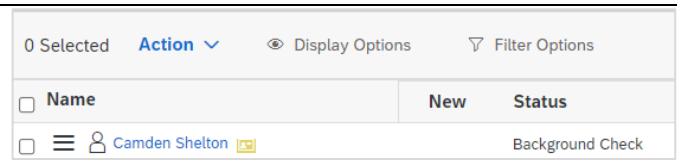
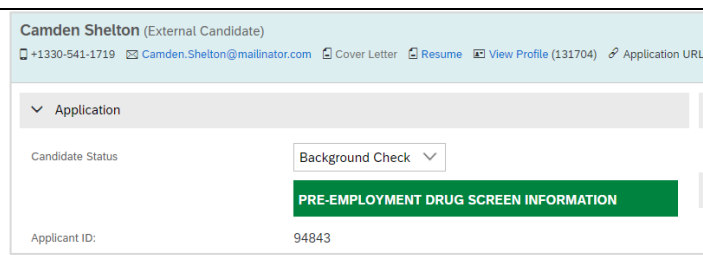
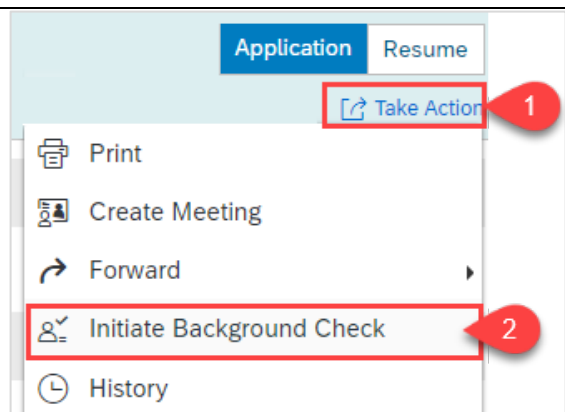
- This job aid will walk you through initiating the ClearStar background check and onboarding initiation for your candidates

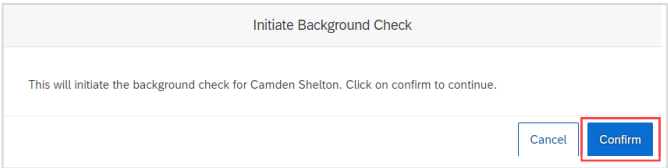
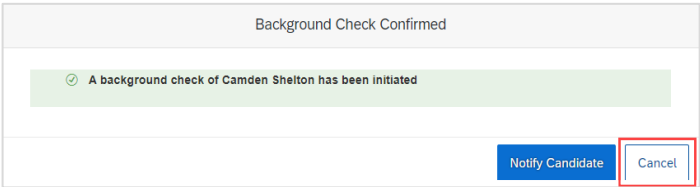
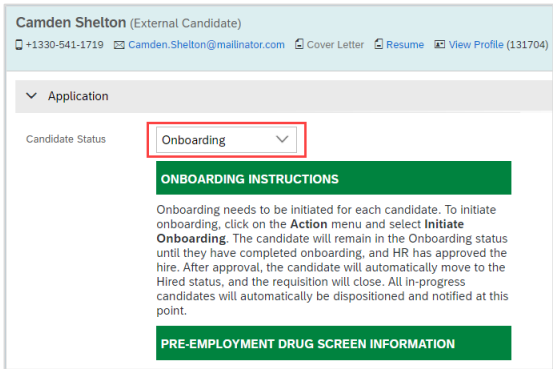
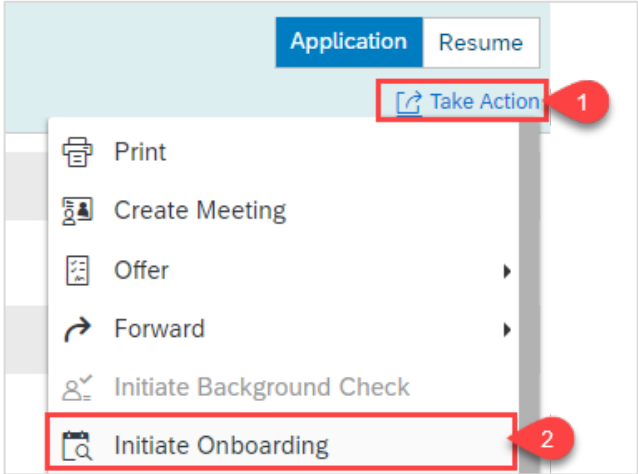
Process

- The background check process has been changed; the candidate will no longer fill out an FCRA as part of the application, and the background check process will be initiated from the requisition in the *Background Check* status
- You will NOT wait for the results of the background check before moving the candidate into *Onboarding*
- You can only onboard and hire ONE candidate per requisition; this is very important because the requisition will automatically close and disposition all remaining candidates when your 1 hire is approved.**
- Please contact the recruiting team to talk about evergreen requisitions if you have a multiple hire situation

Help & Support

- If you need additional help with the recruiting process, please reach out to the recruiting team at recruiting@davey.com.

Step	Action	Screenshot
1	Prior to this point, your candidate cleared the drug test and was moved into the status <i>Background Check</i>	
2	Click on the candidate's name to open their application	
3	On the right side of the blue bar, Click Take Action > Initiate Background Check	

4	In the Initiate Background Check pop-up box, click the Confirm button Note: This may take a minute to process; don't close the window	
5	When you receive the green success banner on the screen, click the Cancel button Note: ClearStar reaches out via text and email to the candidate automatically, which is why no notification is needed from SuccessFactors	
6	You will not wait for the results of the background check to return Move the candidate into the status Onboarding immediately	
7	When you are ready to move the candidate into onboarding, click Take Action > Initiate Onboarding on the right side of the blue bar Note: You can only process ONE candidate through onboarding and hire per requisition. Passing multiple candidates through onboarding on the same requisition will cause problems and could add significant time to the hiring process. Please ensure you only initiate onboarding for one candidate per requisition.	
8	Leave your candidate in Onboarding status; they will be automatically moved to the Hired status after the following happens: ○ Candidate completes onboarding	

	○ HR approves Hire in Employee Central	
9	When the candidate is moved to <i>Hired</i> status by the system, the following happens automatically: ○ Requisition will be closed as <i>Filled</i> ○ Remaining candidates will be dispositioned and notified of the position closing	