

Lever / HireRight Job Aid



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To Submit an Order

1. After login, go to the Candidate and click to open their profile. Then, to override the default package setup for background checks, select the package in the “tags” section.

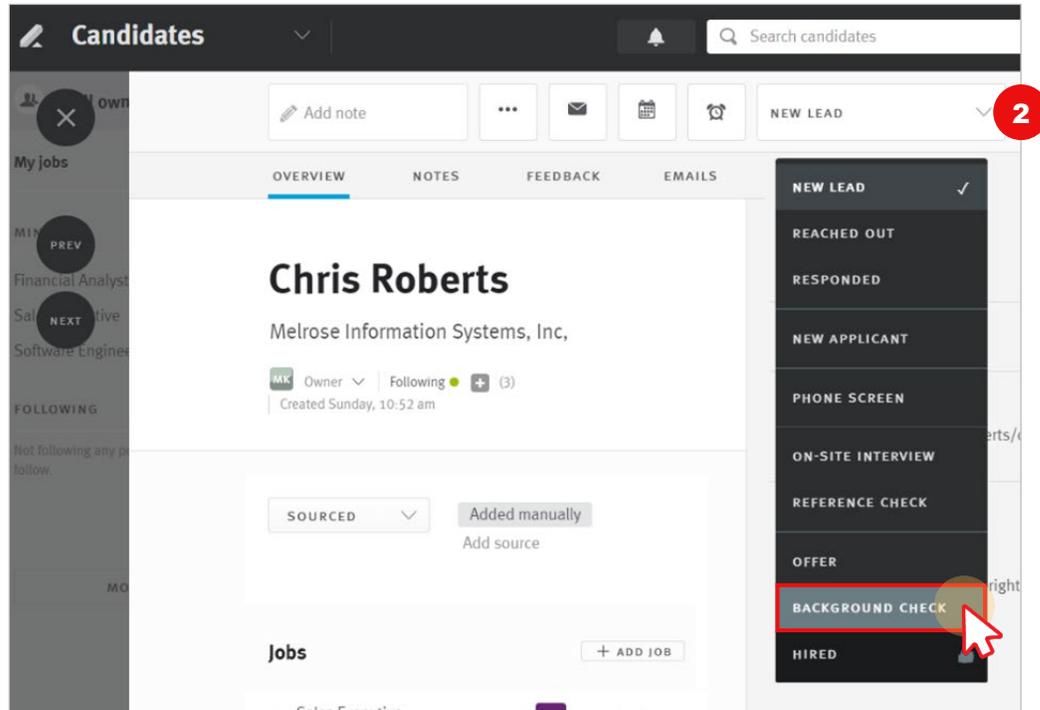
The screenshot shows the HireRight Candidates dashboard. At the top, there's a search bar and a navigation menu. Below that, there are tabs for 'Lead' (14), 'Applicant' (0), and 'Interview' (0). A red box highlights the 'NEW LEAD' section, and a red circle with the number '1' is in the top right corner. The candidate list includes:

Candidate	Company	Job Title	Date	Action
Chris Roberts	Melrose Informati...	Sales Executive, New Hire ..	3/25/18	MK
Chris Hoffman		Software Engineer I, New H.	3/25/18	MK
Charlotte Le...	Assurant Health I...	Financial Analyst, Finance ..	3/25/18	MK

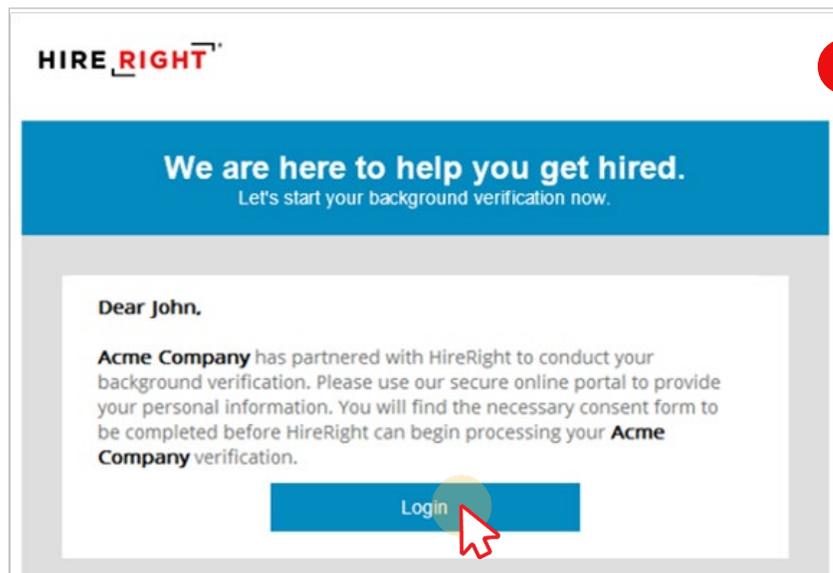
The screenshot shows the HireRight candidate profile for Chris Roberts. The profile includes a navigation menu, a 'NEW LEAD' dropdown, and a 'Jobs' section. A red box highlights the 'Standard' tag in the 'Tags' section, and a red circle with the number '1' is in the top right corner. The 'Jobs' section shows:

Job Title	Location	Full Time	Tag	Date
Sales Executive	Sales, Houston, TX	Full Time	RG	3/25/18

2. Select "Background Check" from the top right menu to trigger the request.



3. Upon trigger, an email will be sent to the applicant.



The next step is for the Applicant to complete any requirements via the online form.

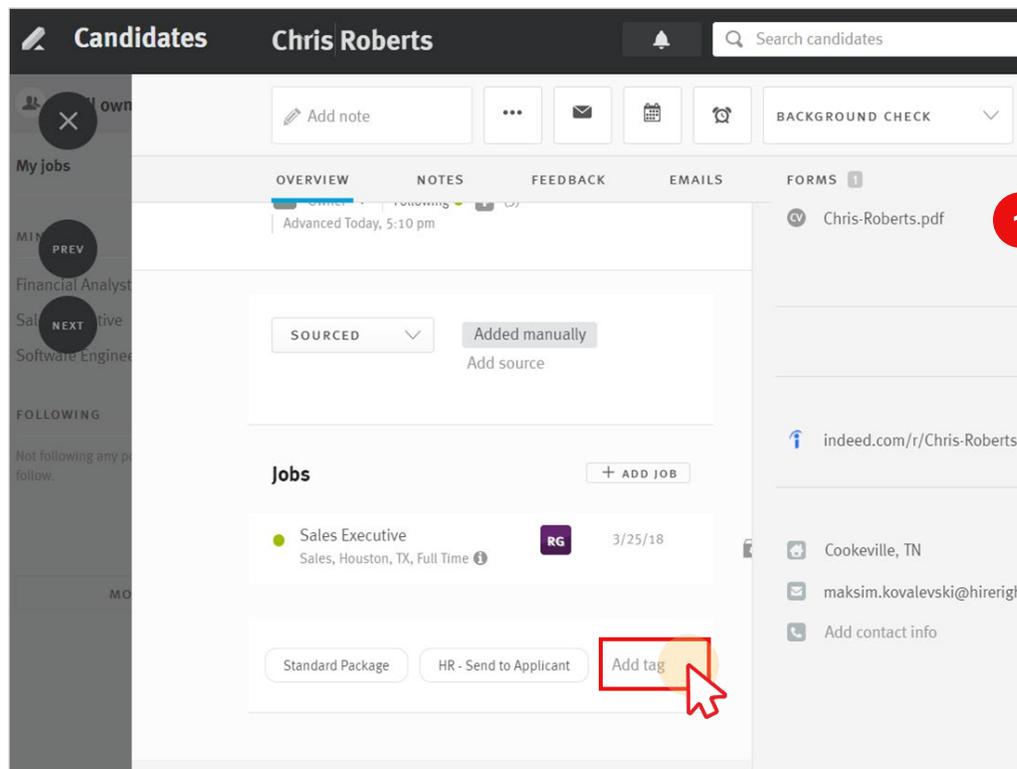
Click [here](#) to view details on applicant submission steps.

Note: The order is created only after the applicant submits the forms

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To Check the Status of an Order

1. Overall Status is updated in real time, in the “tags” area for candidate.



HireRight Order Status	Lever Tag Name
Pending Requestor	HR - Pending Requestor
Sent to Applicant	HR - Sent to Applicant
Pending Applicant	HR - Pending Applicant
eConsent to Applicant	HR - eConsent to Applicant
Declined by Applicant	HR - Declined by Applicant
InProgress	HR - In Progress
Completed	HR - Completed

To Check the Status or View Results of an Order

1. Once an order is In Progress, the report link appears on the candidate profile.

The screenshot shows the HireRight Candidates interface. The candidate profile for Charlotte Lecci is displayed, including her name, company (Assurant Health Insurance Company), and a 'CREATE OFFER' button. On the right side, under the 'FORMS' section, a link is highlighted with a red box and a red circle containing the number 1. The link is: ows01.hireright.com/sso/status?order=LV-0...

The screenshot shows the HireRight login page. The login form includes the following fields and buttons:

- Company ID:
- User Name:
- Password:
- Login button:

A red mouse cursor is pointing to the Login button.



Example of HireRight Report

HIRE RIGHT
Intelligence to move forward.SM

Ronen Levia
Complete Report
Social Security Number: 111-11-1111
DOB: 7/7/1976

Request #: WD-031516-S59GM
Turnaround time: 13 seconds
Package: HireRight - Workday Package
Date Request Submitted: 03/15/2016 11:25:50 AM PDT
Request Completion Date: 03/15/2016 11:26:03 AM PDT
Location: 3939 The Embarcadero San Francisco, CA 94111 United States of America

Prepared By:
HireRight, LLC.
3349 Michelson Dr. Suite 150
Irvine, CA 92612
Phone: 949-521-6995
Fax: 949-797-3442
customerservice@hireright.com

Requested By:
Carmen Cortes
Workday - Test (Enterprise Edition)
OK
Phone: (800) 123-4567
E-mail: ronen.levy@hireright.com

Widescreen Plus National Criminal Search

Widescreen Plus National Criminal Search
Result: **Completed**¹
Jurisdictions Searched:

Education

School: UCR
Location: Portland, OR, USA
Phone:
Name (When you attended school): Ronen Levia
Spoke With:

Information Provided	Information Verified
School: UCR	-
Dates Attended: 1/1/2007 - 1/1/2010	-
Major (Area of Study): Computer and Information Science	-
Degree (Hours Completed): Bachelors	-
Degree/Diploma Received: graduated, degree received	-
Date Degree Received: 2/1/2010	-

Closed - Not Verified per Client Guidelines¹

[View US Sample Report](#)

[View non-US Sample Report \(Version 2\)](#)

[View HireRight's guide on Adjudication](#), if your company subscribes to this service.

Have Questions?

We Have Answers.

[Contact Us](#) or connect with us through Live Help.

[Check out our Available Training](#) and register for a session.

[Explore our Resource Library](#)

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