

# 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.

🖌 Candidates 🗸 🗸	+ ADD		A C	Search candidates	R
🚇 All owners 🗸	Lead 14	Applicant o	Interview	0	Archive 3
My jobs Show all Q Search 1	14 New lead	O REACHED OUT	O	7 INTERVIEW Phone screen	1
Financial Analyst 5 Sales Executive 6 Software Engineer I 3	NEW LEAD				
FOLLOWING Not following any postings. <u>Go to postings</u> to follow.	Chris F	Roberts Melrose Hoffman	Informati Sale Soft	es Executive, New Hire ware Engineer I, New H.	3/25/18 <b>мк</b> 3/25/18 <b>мк</b>
	<ul> <li>Charlo</li> </ul>	tte Le Assuran	t Health I Fina	ncial Analyst, Finance	3/25/18 мк

🖉 Candidates	Chris Roberts	Q Search candidates
A own	Add note 🔛 🔛 🛱	NEW LEAD
My jobs	OVERVIEW NOTES FEEDBACK EMAILS	FORMS Chris-Roberts.pdf
Financial Analyst Sal NEXT five Software Enginee	SOURCED V Added manually Add source	
FOLLOWING	Jobs + add job	1 indeed.com/r/Chris-Roberts/
lodow.	<ul> <li>Sales Executive RG 3/25/18</li> <li>Sales, Houston, TX, Full Time ()</li> </ul>	Cookeville, TN
MO	Standard	<ul><li>maksim.kovalevski@hireright</li><li>Add contact info</li></ul>
	Standard Package	

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



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

We are here	to help you get hired.
Let's start you	r background verification now.
ear John,	
cme Company has partner	ed with HireRight to conduct your
ackground verification. Pleas	se use our secure online portal to provide
our personal information. Yo	ou will find the necessary consent form to
a completed before HirePid	the can begin processing your <b>Arme</b>

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

### To Check the Status of an Order

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

🗶 Candidates	Chris Roberts 🔹 🔍	Search candidates
24 X Jown	🖉 Add note	BACKGROUND CHECK $\lor$
My jobs	OVERVIEW         NOTES         FEEDBACK         EMAILS           Overview         Overvie	FORMS 1 Chris-Roberts.pdf
Sal NEXT tive Software Enginee	SOURCED V Added manually Add source	
Not following any pr follow.	Jobs + ADD 108	f indeed.com/r/Chris-Roberts
мо	<ul> <li>Sales Executive Sales, Houston, TX, Full Time (1)</li> </ul>	Cookeville, TN
	Standard Package HR - Send to Applicant Add tag	S Add contact info

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.





# HIRE **RIGHT**<sup>\*</sup>

### **Example of HireRight Report**

IRE RIGHT			🛞 HireFight Dashboard	
leport				
💩 Re-Assign 🔑 Print/Download 🥶 Note 🗔 G	atters * 💣 Live Help   Entend   Atjudicate		Q Refresh	O Ref
Report Summary Report Details	Change Tracker History	Documents Applicant Data		
HIRE RIGHT			Intelligence to m	ava lanuar
			intelligence to m	love forward
Ronen Levia			3349 Miche	Prepared By HireRight, LLC Ison Dr. Suite 15 Invine, CA 9261
Social Security Number: 111-11-1111 DOB: 7/7/1978			Pho F Sustomeneou	ne: 866-521-690 ax: 877-797-344 ke@hireright.co
Request #: WD-031516-S59GM Turneround time: 13 seconds Package: HireRight - Workday Pac	ckage		Workday - Test (Er	Requested B Carmen Corte Interprise Editio
			Phone	
Date Request Submitted: 03/15/2016 11:2 Request Completion Date: 03/15/2016 11: Location: 3939 The Embarcadero San Fra	25:50 AM POT 26:03 AM POT ancisco, CA 94111 United States of America		E-mail, ronen le	e: (000) 123-458 wy@hireright.co
Date Request Submitted: 03/52/06 11:2 Request Completion Date: 03/52/06 11: Location: 3/09 The Embarcadero San Pra	2500 AM POT acceso, CA 94111 United States of America Widescreen Pla	us National Criminal Search —	E-mail romen le	e (ow) 1234x vy@hireright.co
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#### 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.

<u>Contact Us</u> or connect with us through Live Help.

<u>Check out our Available Training</u> and register for a session.

Explore our Resource Library