

Recruiting: Assessments and Background Checks for Recruiters

Launch Assessment

From the Candidate page:

1. Click **Move Forward**.
2. Select Assessment
3. Click **Assess**
4. Click the **prompt** icon at Overall Status to select **Pending**.
5. Add today's date in Overall Date
6. Click the **Add Row** to select the assessment
7. Click **Submit**

Launch Background Check

From the Candidate page:

1. Click Move Forward.
2. Select Assessment
3. Click **Background Check**
4. Go to the To Do in your Inbox
5. Click the **prompt** icon at Name to select **Driver** or **Standard**
6. Click **Submit**



Note: These action can be processed in the Inbox via a To Do or on the Candidate page. The same steps are taken A To Do will also generate once the assessment or background check is launched. No action is necessary until the results are delivered from the vendor