Asurint Background Check Integration (v2)

ation (v2) 🛛 🐼 AVIONTÉ

https://avionteboldsupport.zendesk.com/hc/en-us/articles/4405227850515

Overview

Updated 08/13/2021

Asurint is proud to be the Premier Partner of Avionte for background screening solutions, offering an easy integration with Avionte's BOLD platform. Asurint helps to deliver an end-to-end view of the hiring process that improves workflow efficiencies, streamlines the recruiting process and shortens the onboarding cycle so you can hire the right talent with confidence.

The Asurint integration with AviontéBOLD allows you to use their screening services when performing your background check requests on prospective talent and the results are delivered to you in a report within the BOLD interface.

For information on the Version 1 Asurint integration, click here to see our Background Check Integration (v1) article.

Integration Features Integration Setup Marketplace Integration Enablement Asurint Account Configuration & Validation Validation Errors **Marketplace Integration Configuration Marketplace** Audit **User Level Permissions Job Requirements System Level Job Requirements Company Level Job Requirements Placement Validation** How to Order a Background Check Send a Single Background Check Request - With Provider Consent Send a Single Background Check Request - With Staffing Company Consent **Order Request Validation Errors Mass Ordering - With Provider Consent Mass Ordering - With Staffing Company Consent Background Check Management Talent Screening Page Features & Field Definitions Talent Audit Talent Search Terms Search Term Options Background Check Widget Ordered Needs Review** Completed





Integration Features

- · Self-serve integration setup
- · Restricted user permissions
- System level background check placement requirements
- \cdot Company level background check placement requirements
- · In-app ordering
- · Mass ordering from talent search

- \cdot Mass ordering from job nominations
- · Background check billing
- \cdot Expiring background check monitoring
- \cdot Background check talent search terms
- · Supporting analyze reports
- \cdot Background check data uplifted to BI
- · Supporting widgets
- · Background check auditing

Integration Setup

This is a self-serve integration in that you are able to enable and configure it as long as you have your account credentials from Asurint.



Marketplace Integration Enablement

You will find the Asurint integration in the Marketplace and will have options to:

- Receive more information regarding Asurint and the integration offering
- Enable the integration yourself if you are an existing Asurint customer and have your Asurint credentials

Strategic Partner	
Connect	Asurint Integration Settings ×
Asurint Asurint Website	Asurint is proud to be the Premier Partner of Avionté for background screening solutions, offering an easy integration with AviontéBOLD. Asurint helps to deliver an end-to-end view of the hiring process that improves workflow efficiencies, streamlines the recruiting process and shortens the onboarding cycle so you can hire the right talent with confidence.
New integration coming in 2021. Swift. Powerful. Sure. Asurint is redefining how	 Initiate the background check and receive results from within the Avianté interface Eliminate manual and duplicate data entry with pre-populated candidate information Create efficient workflow that shorten the time-to-hire
background searches are done using innovative tools to deliver the truth on	Have a Avionté Account Executive Contact Me
Not Enabled Details	Already have an Asurint account? Enable Partner Integration

Asurint Account Configuration & Validation

In order utilize the Asurint integration in BOLD, you will need to enter the following credentials:

- Account ID Provided by Asurint
- Username Provided by Asurint
- Password Provided by Asurint

	is provided to	you by Asurint.	
Account ID			
			-
Username	Pa	ssword	

Click the Verify Account button to validate the configured credentials.



Validation Errors

- If required credentials are missing
- If Account ID is invalid
- If Username is invalid
- If Password is invalid

Asurint Integration Set	tings ×
Enter the User Account credential	s provided to you by Asurint.
Account ID	
Error: Account ID is required	
Username	Password
Error: Username is required	Error: Password is required
	One or more errors found, review form for errors.
	Cancel Verify Account



Marketplace Integration Configuration

Once your Asurint account is validated, you will need to complete your integration configuration.

Bill Transaction Type:		Consent Type:	
locations			
Location Id		Office	
filter by location	±.	filter by office	
		August 2019 Branch 1	
		BBranch	
		Branch	
		Branch	
		Brand New	
		Canada Office	



Property	Value	Description
Show All Packages	Yes	Gives users the ability to order any configured packages for the account
[Yes/No]	No	Restricts ordering to only the packages configured for the order location selected when requesting the background check
Bill Transaction Type [Dropdown]	Will be used	with a future feature
	Provider	 The background check provider will be sending the consent form to the talent Requires the following talent data to place an order: First Name Last Name Email Address Phone Number The staffing company will be sending the consent form to the talent
Consent Type [Provider/Staffing Company]	Staffing Company	Requires the talent complete a consent form before the system will allow a user to order a background check Logged on Talent > Screening Page • Consent Toggle = Yes • Consent Date logged Requires the following talent data to place an order: • First Name • Last Name • Email Address • Phone Number • Address • SSN
Location ID	Provided by	Each Asurint location ID needs to be mapped to a BOLD office.
Location ID	Asurint	Each risurnit isolation ib needs to be mapped to a bobb office



Marketplace Audit

Changes to the integration configuration are being tracked in the Marketplace Audit.



Able to filter the Marketplace Audit based on the following:

- Integration
- User
- Date Range

A search field is available to perform keyword searches within the Marketplace Audit.

myDashboard	lobs Talent Timesheet Involces Companies Documents BackOffice Analyze	So at Type to	e search Q
Dashboard Tasks			
Avionté Marketplace	es > Avionté Marketpiace > Audit Log		
Back to Marketplace	Marketplace Audit Log		
	Religiosión User Dote Renge Asurint V All V Storys V Search		Benneth Austite
	Mandy Krohn Aug 09, 2021 732 PM		Updated
	Integration Last Enabled:	2021-08-09T143512.0854396-05:00 2021-08-09T143512.085-05:00	
	Mandy Krohn Aug 09, 2021 732 PM		Added
	Office Id: Pather Loadion Pather Nome: Office Name:		



User Level Permissions

There are 3 user level permissions that help ensure that users have the proper permissions and access to the background check data and features.

🖬 🗹 Backgrou	nd Checks	
Recruiter Revi	ew Access	
Request Back	ground Check	
🗖 🗹 Asurint		
Bill to Client		

Property	Value	Description
Descritter Deview Access	True	Have the ability edit the background check Recruiter Review Status
Recruiter Review Access	False	The background check Recruiter Review Status is visible but not editable
Dequest Dealsground Cheals	True	Have the ability to order background checks
Request Background Check	False	Unable to order background checks
Bill to Client	Will be used w	ith a future feature



Job Requirements

System Level Job Requirements

You are able to configure system level background check requirements that would apply to every placement made in BOLD.

Navigate to Utilities > Table Editor > New Filled Job Requirements – Integrations

A			
Asuri	nt Background Checks ble Packages		
	•		✓ 🕀
	Required Packages	Requirement	Within Days
2	Basic Package	O Completed 🖲 Passed	1 days 🛈
			Cancel

Configuration Steps

- 1. Select a package from the dropdown
- 2. Click +
- 3. Specify if the package is required to be passed or completed
 - 1. Passed Validation will require the talent have the package completed and designated a "Passed" recruiter review status
 - 2. Completed Validation will require the talent have the package completed
- 4. Specify the "Within Days" value
 - 1. Lookback period for a valid background check



Company Level Job Requirements

You are able to configure company level background check requirements that would apply to placements made for jobs with the company requirement set.

Navigate to Company > Requirements



Configuration Steps

- 1. Select a package from the dropdown
- 2. Click +
- 3. Specify if the package is required to be passed or completed
 - 1. Passed Validation will require the talent have the package completed and designated a "Passed" recruiter review status
 - 2. Completed Validation will require the talent have the package completed
- 4. Specify the "Within Days" value
 - 1. Lookback period for a valid background check



Placement Validation

Upon placing a talent who doesn't meet either the system or the company level job requirements, an error will be displayed in the placement aside.

		Search Add New	Job Tier1 Tier2 Tier3	Tier 4	No valid people were selected!
G Cho Ther	i <mark>rlie's C</mark> an, MN	reat Nor Positio thocos - Gobstop 55121 • 0	per Branch, Eago	ın, MN	I person(s) have been removed due to issues described below: • John Test718: A required Bosic Pockoge (within 2 days) is missing or expired
- 80	AT A GI	LANCE			
5	unted	0	O Main stiffsemme	O	
lor	ninate	ed Total Positions: 1	Open Positions: 1	n Process: 5 Offered:	
Non	ninate _{Bank}	9d Total Positions: 1	Open Positions: 1 Ir	n Process: 5 Offered. Representative	
	ninate _{Rank}	ed Total Positians: 1 Norres	Open Positions: 1 Ir Credit To	n Process: 5 Offered: Tepresentative rupali protopwar	
	ninate Rank O	PC Total Positions: 1 Name Unda Parker & ADP Wise	Open Positions: 1 Ir Credit To rupali pratopwor Latahmi Porarki	n Process: 5 Offered. Representative rupali protopwar Lakatimi Peranki	
	Rank O O	Bd Total Positions: 1 Name Linda Parker 1 MAP Wise 1 M John Test719	Open Positions: 1 In Credit To rupati protopwor Lakshmi Porareki Ben Lompkins	n Process: 5 Offered. Representative rupali protopivor Lakshmi Poranki Ben Lampkins	
	Rank O O O	Bd Total Positions: 1 Name Linda Parker 1 # ADP Wise 1 # John Test719 1 # John Test719	Open Positions: 1 In Credit To rupoli protopwor Lokohmi Poroneii Ben Lompkinii Ben Lompkinii	n Process: 5 Offered. Tepresentative nupali protopwar Lakstmi Poranki Ben Lampkins Ben Lampkins	



How to Order a Background Check

The Create Background Check aside and talent data requirements changes based on the Marketplace Consent setting.

Send a Single Background Check Request - With Provider Consent

- 1. Navigate to the Talent profile
- 2. Select Screenings tab
- 3. Click Create New Background Check \rightarrow Opens Create New screenings aside
- 4. Enter required talent data fields will prepopulate with talent data if exists
 - First Name
 - Last name
 - o Email
 - Phone Number
- 5. Select Location
 - Will only display offices configured with a Location ID in the Marketplace that the current user has access to
- 6. Select Package
 - Can order multiple packages at one time
- 7. Set Expiration Days
 - The number of days before a user can order the same package again
 - Prevents duplicate orders
- 8. Click Save & Send
 - If talent data is entered or updated in the aside, data will be saved back to the talent record

Marty			Fly		
Email Address: *			Mobile Phone: *		
zz@zz.com			6511231231		
Drivers License:			Drivers License	State:	
					~
Select Backgrou	und Cł	Package: *	age	Expires (days): *	
	~		~	365	Û



Send a Single Background Check Request - With Staffing Company Consent

- 1. Navigate to the Talent profile
- 2. Select Screenings tab
- 3. Click Create New Background Check \rightarrow Opens Create New screenings aside
- 4. Enter required talent data fields will prepopulate with talent data if exists
 - First Name
 - Last name
 - Address
 - SSN
 - Date of Birth
 - o Email
 - Phone Number
- 5. Select Location
 - Will only display offices configured with a Location ID in the Marketplace that the current user has access to
- 6. Select Package
 - Can order multiple packages at one time
- 7. Set Expiration Days
 - The number of days before a user can order the same package again
 - Prevents duplicate orders
- 8. Click Save & Send
 - If talent data is entered or updated in the aside, data will be saved back to the talent record

		Last Name: *		
Marty		Fly		
Email Address: *		Mobile Phone: *		
zz@zz.com		6511231231		
Street Address 1: *		Street Address	2-	
1234 Main Street				
City: *		State: *		
Eagan		Minnesota		~
Zip: *				
55123				
SSN: *		Birth Date (MM)	/DD/YYYY): *	
846-51-5484		09/28/1980)	
Drivers License:		Drivers License	State:	
				~
Select Background	Checks Pac	kage		
Location: *	Package: *		Expires (days): *	
	~	*	365	Ū
Add Background Check	¢			

Order Request Validation Errors

When there is an issue with the talent's data that would cause failure in creating an order with Asurint, an error will be displayed in the aside.

Example: Incorrect education "To" value **Incorrect Value**: 2020

School	Some School	School Type:	Highschool 👻	1 0
Degree:		Degree Type:	High School or Equivalent	
Field		OPA		
From:	2015	Tox	2020	
City:	Test	Stote/Region:	Minnesota	
Country:				
Notes				

reate Backgrou	na Check	
Denna Harp		^
Request failed valid	ation. See errors below. Talent data not saved.	
Request Validation En Some School: G MM/DD/YYYY (e	rors raduation date (end date) must be provided. Expected format xample: 01/25/1995)	
1 request was failed.	See errors below.	
Package Name	Package Errors	
Standard Criminal Package	Asurint validation failed. Background check package order could not be completed. See validation errors for details.	



Mass Ordering - With Provider Consent

- 1. Navigate to the Talent search page
- 2. Select up to 15 talent
 - If more than 15 are selected, you will receive an error when ordering
- 3. Click the Mass Action dropdown
- 4. Select Mass Background Check
- 5. Select Location, Package, and Expires values
- 6. Click Continue

		Sec	rch Add New	Talent Import Text Import F	tesume import	Multiple Spotli	ght		Mass Background Check - 5 Tale	nt Re	ecords		
aler	nt Terms 🗸	Туре	to Search						Select a Background Check Provider:		Select a Location:		
	ont Soarch	Poculte						-	Asurint	•	CU Staffing offic	e1	
	50000	Results						-	Select a Background Checks Po	acko	ge.		
	Previewx	Pipelinex	First Name x	Last Namey_ EEO Date 🗸	Email Addrx	Mobile Phox	City 👻	State	Package:	_	Expires (days):		
		0	Ava	Williams	ava@w.co_		Eagan	MN	Basic Package	·	365	Ē	
~		0	Richard	Wadera	dnyanesh	9923000239		MN	Add Background Check				
	Đ	0	TechDebt	TestCases	techdebtt		Hopkins	MN					
		0	Mr	Sandman	bgch@mai	4544522233	Eagan	MN					
/		0	Jonny	Apple	jonnyapp	651-555-12	Eagan	MN					
~		0	Donna	Dane	donna.dan	9522400834	Spring	ТХ					
		0	Phyllis	Frame	Phyllis.Fra		Westbrook	ME					
		0	Helen	Nourse	helenn@m_	6515551178	Cooperdale	ОН					
2		0	Willy	Wonka	WW@choc	6515550009	Eagan	MN					
lot	al Unique: 3	74 (Selected	Items: 5)			« (1	/1					Cancel	Contin

- 7. Data validation check runs to confirm if the selected talent records have all required data elements to place the order.
 - If required data is missing, the talent records will be displayed in the aside.
 - The aside will display the number of records that need to be updated
 - There will be a link to the talents' records for quick navigation
 - Missing required information will be highlighted
 - Click Continue to page through the talent records that require updates

Asurint Background Check Integration (v2)



2 opudies kernanning	
Enter the missing Talent Information bel missing information.	ow, click Continue to move to the next Talent record with
john glenn205	
First Name:	Last Name:
john	glenn205
Email Address:	Mobile Phone:
john.glenn205@example.com	
	Valid Phone Number is required
Drivers License:	Drivers License State:
	·

Enter the missing Talent Information be missing information.	elow, click Continue to move to the next Talent record with
Test Import	
First Name:	Last Name:
Test	Import
Email Address:	Mobile Phone:
test.import@example.com	
	Valid Phone Number is required
Drivers License:	Drivers License State:
	· · · · · · · · · · · · · · · · · · ·



8. Once all required talent data has been entered, you'll receive a message in the aside instructing you to submit the order.



- 9. A confirmation message will be displayed in the aside with the number of successful and failed orders.
 - # of successful orders are displayed in green
 - # of failed orders are displayed in red
 - Errored talent listed in the aside
 - Expand the screen to see detailed error
 - Depending upon the error, you can fix the issues and click the Reprocess Failed Requests button to order again

Mass Background Check - 5 Talent Rec	ords		×
 2 Background Checks have been such 3 Background Checks failed to be su Reprocess to attempt to submit these r 	ccessful bmitted equests	ly submitted. correctly. Click : again.	
Richard Wadera			~
Donna Dane		`	~
john glenn205		```	~
	Cancel	Reprocess Failed Reques	sts



lass Backgro	und Check - 5 Talent Records	
2 Backgrou	nd Checks have been successfully submitted.	
3 Backgrou eprocess to	nd Checks failed to be submitted correctly. Click attempt to submit these requests again.	
Richard Wade	ra	
1 request was fo	ailed. See errors below.	
Package Name	Package Errors	
Basic Package	 A non-expired background check order already exists for package. 	
Talent save fail	See errors below.	
There were	no successful package order requests. No applicant changes saved.	
Donna Dane	^	
Request failed	validation. See errors below. Talent data not saved.	
Request Validation Abc Schoon MM/DD/YY	on Errors I: Graduation date (end date) must be provided. Expected format YY (example: 01/25/1995)	
	Concel Depression Folled Depress	ts



Mass Ordering - With Staffing Company Consent

- 1. Navigate to the Talent search page
- 2. Select up to 15 talent
 - If more than 15 are selected, you will receive an error when ordering
- 3. Click the Mass Action dropdown
- 4. Select Mass Background Check
- 5. Select Location, Package, and Expires values
- 6. Click Continue

	Search Add New Talent Import Text Import Resume Import Multiple Spotlight								Mass Background Check - 5	Talent	Records		
alen	it Terms 🛩	Туре	to Search						Select a Background Check Provider:		Select a Location:		
Tala	nt Cogral	Doculto						-	Asurint	~	CLI Staffing o	ffice 1	~
die	nt searci	1 Results							Select a Background Che	cks Pack	age.		
	Preview	Pipeline	First Name ×	Last Name 🗠 EEO Date 🗸	Ernail Addrx	Mobile Phox	City 🗸	State	Package:		Expires (days):		
		0	Ava	Williams	ava@w.co		Eagan	MN	Basic Package	~	365	۵	
~		0	Richard	Wadera	dnyanesh	9923000239		MN	O Add Background Check				
		0	TechDebt	TestCases	techdebtt		Hopkins	MN					
		0	Mr	Sandman	bgch@mai	4544522233	Eagan	MN					
~		0	Jonny	Apple	jonnyapp	651-555-12	Eagan	MN					
~		0	Donna	Dane	donna.dan	9522400834	Spring	ТХ					
		0	Phyllis	Frame	Phyllis.Fra_		Westbrook	ME					
		0	Helen	Nourse	helenn@m	6515551178	Cooperdale	ОН					
~		0	Willy	Wonka	WW@choc	6515550009	Eagan	MN					
Toto	al Unique: 3	74 (Selected	Items: 5)		[« < 1	/1) > >				Cancel	Continu

Consent validation check runs to confirm if the selected talent records have completed a consent form

 Checks against the Consent field on the Talent > Screening page

	Soc	rch Expense F	Reports						Mass Background Check - 4 Talent Records
ent Terms 🗸	Туре	to Search							l of the selected Talent records have not given consent to rec Rackaround Check
ent Searc	n Results								If you wish to continue, the Talent which have not given consent will be removed fron Background Check request.
Previewx	Pipelinez	First Names	Last Name 🗠	EEO Date 🗸	Email Addr <u>×</u>	Mobile Phoz	City ~	State	You may also cancel this request and send consent forms to the following Talent: Strius Black
	0	Ava	Williams		ava@w.co		Eagan	MN	
	0	Richard	Wadera		dnyanesh	9923000239		MN	
	0	TechDebt	TestCases		techdebtt		Hopkins	MN	
	0	Mr	Sandman		bgch@mai	4544522233	Eagan	MN	
	Θ	Jonny	Apple		jonnyapp	651-555-12	Eagan	MN	
	0	Donna	Dane		donna.dan	9522400834	Spring	ТХ	
	0	Phyllis	Frame		Phyllis.Fra		Westbrook	ME	
	0	Helen	Nourse		helenn@m	6515551178	Cooperdale	ОН	
_	0	Willy	Wonka		WW@choc	6515550009	Eagan	MN	



- 8. Data validation check runs to confirm if the selected talent records have all required data elements to place the order.
 - If required data is missing, the talent records will be displayed in the aside.
 - The aside will display the number of records that need to be updated
 - There will be a link to the talents' records for quick navigation
 - Missing required information will be highlighted
 - Click Continue to page through the talent records that require updates

inter the missing Talent Information below, missing information.	click Continue to move to the next Talent record with
ohn glenn205	
irst Name:	Last Name:
john	glenn205
mail Address:	Mobile Phone:
john.glenn205@example.com	
	Valid Phone Number is required
Drivers License:	Drivers License State:
	· · · · · · · · · · · · · · · · · · ·

I Update Remaining Enter the missing Talent Information belo	ow, click Continue to move to the next Talent record with
missing information.	
Test Import	
First Name:	Last Name:
Test	Import
Email Address:	Mobile Phone:
test.import@example.com	
	Valid Phone Number is required
Drivers License:	Drivers License State:
	~



9. Once all required talent data has been entered, you'll receive a message in the aside instructing you to submit the order.

Mass Background Che	eck - 5 Talent Records	×
Submit Mass Backgro	ound Check Request	
All required information for th submit.	is Background Check has been verified. To continue, please clic	k
	Cancel Sub	omit

- 10. A confirmation message will be displayed in the aside with the number of successful and failed orders.
 - # of successful orders are displayed in green
 - # of failed orders are displayed in red
 - Errored talent listed in the aside
 - Expand the screen to see detailed error
 - Depending upon the error, you can fix the issues and click the Reprocess Failed Requests button to order again

2 Background Checks have been successfully	submitted.
4 3 Background Checks failed to be submitted of eprocess to attempt to submit these requests of a submit these requests of the submit these requests of the submit the submit the submit the submit the submit the submit submit the submit s	orrectly. Click again.
Richard Wadera	~
Donna Dane	~
john glenn205	~



3 Backgrou	nd Checks failed to be submitted correctly. Click	
process to	attempt to submit these requests again.	
ichard Wade	ra	\sim
I request was fo	iled. See errors below.	
ackage Name	Package Errors	
Basic Package	 A non-expired background check order already exists for package. 	
Talent save fail.	See errors below.	
There were	no successful package order requests. No applicant changes saved.	
onna Dane		^
Request failed v	alidation. See errors below. Talent data not saved.	
equest Validatio	n Errors	
 Abc School MM/DD/YYY 	: Graduation date (end date) must be provided. Expected format YY (example: 01/25/1995)	



Background Check Management

There are a few tools to help you manage your background checks and results efficiently so you can place talent on jobs quickly.

Talent Screening Page

Once a background check is ordered, it will be added to the Talent > Screening page.

Backgrou	und Checks							Create a	Background Check Θ
Talent Given	Consent	Select Date of	Consent						
Yes		08/06/2021	ß						
							the second		
Asurint	~	Select a Po	select	a Status 👻	Select a Score	e Y Remo	we Filter		
Provider	Order Date 💙	Completed Date	Package Sent	Status	Score	Adverse Action	View Report	Details	Recruiter Review
Asurint	Aug 12, 2021		eScreen (Recruiter Flow)	Pending Recruiter Ad	tion		~	01	0 2 8
Asurint	Aug 9, 2021		Location Two Package	Results Pending		Initiated	~	01	0 1
	Aur C 0001		Leasting One Peologie	Des de Dessier	054544				



Features & Field Definitions

Field	Description
	Used to indicate if the talent completed a background check consent form
Consent Fields	If the Marketplace consent setting is set to Staffing Company and the Talent Given Consent field is set to No, the Create a Background Check button will be greyed out
Table Filters	Allows you to filter the orders by provider, package, status, & score
Provider	Displays the provider the background check was ordered through
Order Date	Date the background check was ordered
Completed Date	Date results are received from Asurint
Package Sent	Name of package ordered
Status	Current state of the order
	Status Values: Sent, Pending Signed Consent, Pending Talent Action, Pending Recruiter Action, Results Pending, Completed
Score	Custom score value sent back from Asurint
	Dropdown field that allows for manual tracking of the pre-adverse action status of an
Adverse Action	order
	Status Values: Initiated, Contested, Cleared, Adverse Action
	Gives the user access to the detailed results on Asurint's site
View Report	Report button will be displayed once results are received from Asurint
	User will only be able to view the report if they have the proper access through their account with Asurint
Details Button	Displays additional order information
	Displays the date the order will expire on
Expires On	Once the expiration date is passed, the package can be ordered again for that talent
	Date can be edited if needed
	Status Values: Not Reviewed, Meets Requirements, Doesn't Meet Requirements
Recruiter Review	Automatically set to Meets Requirements if the score sent back from Asurint is "Passed"
	Automatically set to Doesn't Meet Requirements if the score sent back from Asurint is "Failed"



ent Import Text Import Resume Spotlight	Background Check Order Details	
Comme Onboar Docume Activities Work His Resume Education Referenc	Order Information	
	Ordered By:	
Background Checks	Avionte Support on 08/12/2021	
Talent Given Consent Select Date of Consent	Reviewed Status:	Reviewed By:
No	Not Reviewed	
	Talent Information	
Select a Provider V Select a Package V Select a Status V Select a Score V Remove Filt	First Name: *	Last Name: *
resider Outer Date M. Completed Date Backane Sent Status Score Advance Action Vi	Jennifer	Appleseed
Tovider Order Date V Completed Date Package sent status Score Adverse Action Re	Email Address: *	Mobile Phone: *
surint Aug 12, 2021 Basic Package Sent	missy.dahms@yahoo.com	jkghkjuhnkjnh
	Drivers License:	Drivers License State:
	M123456789	Minnesota
	Background Check Package	
	Location: Package:	Expires On:
	Boston Basic Paci	age Aug 13, 2022
		Cancel Sav

Talent Audit

Changes made to the background check order from either the user or Asurint, are tracked in the talent audit.

AVIONTÉ myDashboo Search Add	ard Jobs Talent Timesheet I New Talent Import Text Import Re	Audit for Jennifer Appleseed ×	di 🛛
Jennifer Appleseed	Comme. Onboar. Docum Background Checks Talent Given Consent No	Bearch Audits Avionte Support Aug 12, 2021 II:48 PM Updated Talent Background Check Order Details Recruiter Review 2021-08-12T23:48:41.63331-05:00 → 2021-08-12T23:48:42.448594-05:00 Date: Reviewed Status: DoesNotMeetRequirements → Pass	ti 🛞
Agriculture-minded	Select à Provider 👻 Provider Order Da	Opticated Talent Background Check Order Details Recruiter Review Date: 2021-08-12723:15:52:8609458-05:00 → 2021-08-12723:48:41:63331-05:00 Reviewed Status: Pass → DoesNotMeetRequirements	view
ContactInformátion missy.dahms@yahoo.com jkghkjuhnkjnh (123) 123-1234 456-456-4561 123 123 1231	Asurint Aug 12, 2	Avionte Support Aug 12, 2021 II:48 PM Updiated Talent Background Check Order Details Pre-Adverse Action Initiated + Cleared Status:	
 i23.123.1231 i23.1251 St Eagan, MN 55123 United States of America 		Close	



Talent Search Terms

Background Check search terms have been added to BOLD. The search terms allow you to perform AND OR searches to find the right

🕜 AVIONTÉ	myDashboard	Jobs	Talent	Timesheet	Invoices	Companies	Documents	Back Office	Analyze	Sub Vendors
Talent Terms 🗸	Type to Search									
Placement Status										T-1-1 170 P.
Position Category										Total ATS Pa
Representative										
Resume Tags										
Tearsheet										
Work History Search										
Education History Sea	irch					Ready,	Set, Searc	ch!		
Talent Status										
Assessments										
Talent ID										
Comments										
E-Verify Status										
Tax Credit Status										
Expressed Consent										
Background Checks										
Talent Branch										

\rm AVIONTÉ	myDash	board .	obs 1	Talent	limesheet	Invoices	Companies	Documents	Back Office	Analyze	Sub Vendors
	Search /	Add New 1	alent I	import Te	xt Import	Resume	Spotlight				
Talent Terms 🛩 🛛 🖪 🖉	ackground	d Checks	х Тур	e to Searc	ħ						
Background Checked											
Applicants Who Have Had			~								
Select a Provider											
Asurint			~								
Select a Branch											
			~								
Select a Package											
Package			•								
Select a Recruiter Status											
Recruiter Status											arch!
Select a Background Check Sto	atus										
Status											
Select Date Range											
From Date											
To Date											
		Add									one



Search Term Options

Search Term	Value Options	Use Case	Туре
Background	Applicants Who Have Had	Used to find talent who have had a background check	Single calent list
Checked	Applicants Who Haven't Had	Used to find talent who haven't had a background check	Single-select list
Provider	Background check provider(s) that are enabled	Used to find talent who have or haven't had background checks for a specific provider	Single-select list
Branch	Offices with Asurint location IDs configured in the Marketplace	Used to find talent who have or haven't had background checks for a specific office	Multi-select list
Package	Available packages	Used to find talent who have or haven't had background checks for a specific package	Multi-select list
Recruiter Status	Not Reviewed Meets Requirements Does Not Meet Requirements	Used to find talent who have or don't have background checks in a specific recruiter review status	Multi-select list
Background Check Status	Sent Pending Signed Consent Pending Talent Action Pending Recruiter Action Results Pending Completed	Used to find talent who have or don't have background checks in a specific order status	Multi-select list
Date Range	From Date To Date	Used to find talent who have or don't have background checks ordered within a certain date range	Date



Background Check Widget

The background check widget can be used to manage the open background check orders, orders with results that need to be reviewed, and completed orders.

myGashboard Jobs Talent	Timesheet Invoice	Companies	Documents	Back Office	Analyze
Dashboard Tasks Add Widget					
V Background Checks			æ×		
100 Ordered					
6 Needs Review					
6 Completed					
				_	

	myDashboard	Jobs Talent	Timesheet	Invoices C	ompanies
	Dashboard To	sks Add Widget			
V Backgroun	d Checks			e >	¢
Branches:					
All		•			
Jsers:					
All		•			
Providers:					
All		•			
Start Date:					
End Date:					
		Apply			
					_



Ordered

Background checks that have been ordered and are pending results back from Asurint.

Dashboard Tosks Add Widget	Ordered Back	Ordered Background Checks - All Branches											
V Background Checks	Name	Provider	Order Date 👻 Completed Date	Package Sent	Status	Score	Adverse Action	View Report	Recruiter Revie				
100 Ordered	Test Import	Asurint	Aug 12, 2021	Basic Package	Pending Recruiter Action			*	Ø 8 6				
loo ordered	Chimmy Chongo	Crimcheck	Aug 12, 2021	Package: Crimcheck - Driver	Pending Signed Consent			~	Ø 8 8				
6 Needs Review	Lindo Porker	Crimcheck	Aug 12, 2021	Package: Crimcheck - Driver	Pending Signed Consent			×	Ø 🖸 🖲				
6 Completed	Chimmy Chongo	Crimcheck	Aug 12, 2021	Service: Federal Criminal	Results Pending			^o	Ø 8 8				
	Marty Ry	Asurint	Aug 12, 2021	eScreen (Recruiter Flow)	Pending Recruiter Action			¥	Ø 8 8				
	Jock QAtest	Crimcheck	Aug 11, 2021	SSN Troce	Results Pending			×	Ø 6 (
	John Test799	Crimcheck	Aug II, 2021	SSN Troce	Results Pending			*	× 8 (
	Marty By	Crimcheck	Aug II, 2021	Sex Offender Search (National)	Results Panding			*	Ø 8 6				
	Marty Ply	Crimcheck	Aug II, 2029	Federal Criminal	Results Pending		Cleared	v	Ø 🛛				
	Marty Ry	Crimcheck	Aug 11, 2021	Federal Criminal	Results Pending			۷	Ø 8 6				
	Morty Ply	Crimcheck	Aug II, 2021	National Criminal Database	Results Pending			v	& C (
	Morty Ply	Asurint	Aug 0, 2021	Location Two Package	Results Pending		Initiated	¥	8 8 8				
	Horry Ken	Asurint	Aug 8, 2021	eScreen (Recruiter Flow)	Pending Recruiter Action			~	& B (

Needs Review

Background checks that have been ordered, where we've received results back from Asurint that need to be reviewed.

Adverse Action	View	
	Report	Recruiter Review
	-	Ø 🛛 🛛
	-	Ø 🛛 🗖
	~ 🗎	Ø 6 8
	~ 🗎	& C 0
	~	Ø 6 0
Pending	~	& 🖻 🔳
	Pending	Pending



Completed

Background checks that have results back and they've been reviewed.

All Documents	_	Completed B	ackground	Checks - Al	l Branches						×
V Background Checks	c ×	Name	Provider	Order Date 😽	Completed Date	Package Sent	Status	Score	Adverse Action	View Report	Recruiter Review
100 Ordered		Peter Parker	Crimcheck	Aug 12, 2021	Aug 12, 2021	Service: Criminal Check	Completed	PASS		· 🗎	0
6 Needs Review		Peter Parker	Asurint	Aug 5, 2021	Aug 9, 2021	Basic Package	Completed	PASS		· 🗎	ØC
		Chimmy Chonga	Crimcheck	Aug 2, 2021	Aug 3, 2021	SSN Trace	Completed			-	Ø 6 8
6 Completed		Tim Horton	Asurint	Jul 21, 2021	Jul 27, 2021	Basic Package	Completed	PASS	Contested	· 🖻	0 0
		Kylee Testing	Asurint	Jul 12, 2021	Jul 30, 2021	Basic Package	Completed	ELIGIBLE	Cleared	· 🗈	000
		Kylee Testing	Asurint	Jul 12, 2021	Jul 30, 2021	Basic Package	Completed	ELIGIBLE	Cleared	r 🗈	00 00
	_										

Back to Top