ACTIVATING
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Parallel Staging: Offer & Background

NAME/TITLE

- This new functionality enables the TAP to launch a candidate's background after sending the offer letter to the candidate.
  - This will allow us to decrease our time to hire and move candidate's to the Ready for Hire stage quicker.
- The Parallel Background must be launched from the candidate's profile page manually.
- Approvals are still required for the Offer Letter from the Hiring Manager and HRBP.
- Both the Offer Stage and Background (Cleared to Start) must be completed to move the candidate to "Ready for Hire".
- All stages remain the same prior to Offer and after Background.

Sandbox - sysco

On behalf of: Lauren Drake

R4685

R4685 District Sales Manager - USBL - US (Open) Actions

Recruiting Start Date 03/19/2020 - 5 days ago

Target Start Date 03/19/2020 - 5 days ago

Primary Location Sysco Central Texas-CTX

John Taylor
Hiring Manager

Lauren Drake
Recruiter

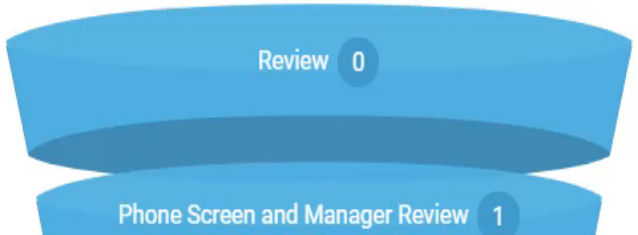
Overview | Candidates | Details | Organizations | Qualifications | Job Postings

Review Candidates | Extend My Search

Candidate Pipeline

Active Candidates 7 | Referral 0 | Internal 2 | Inactive 0

Candidates by Active Stage



Candidates by Source

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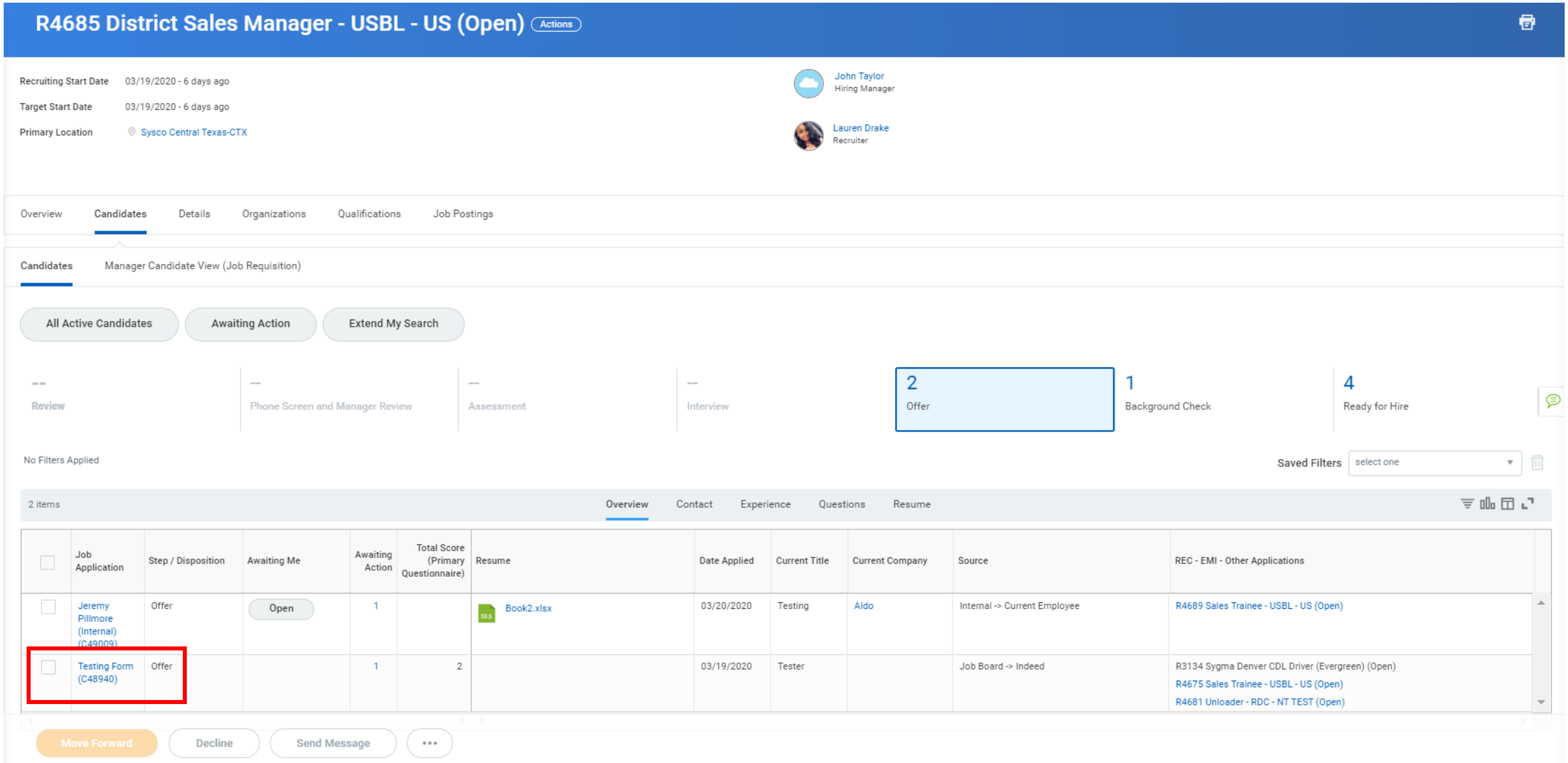
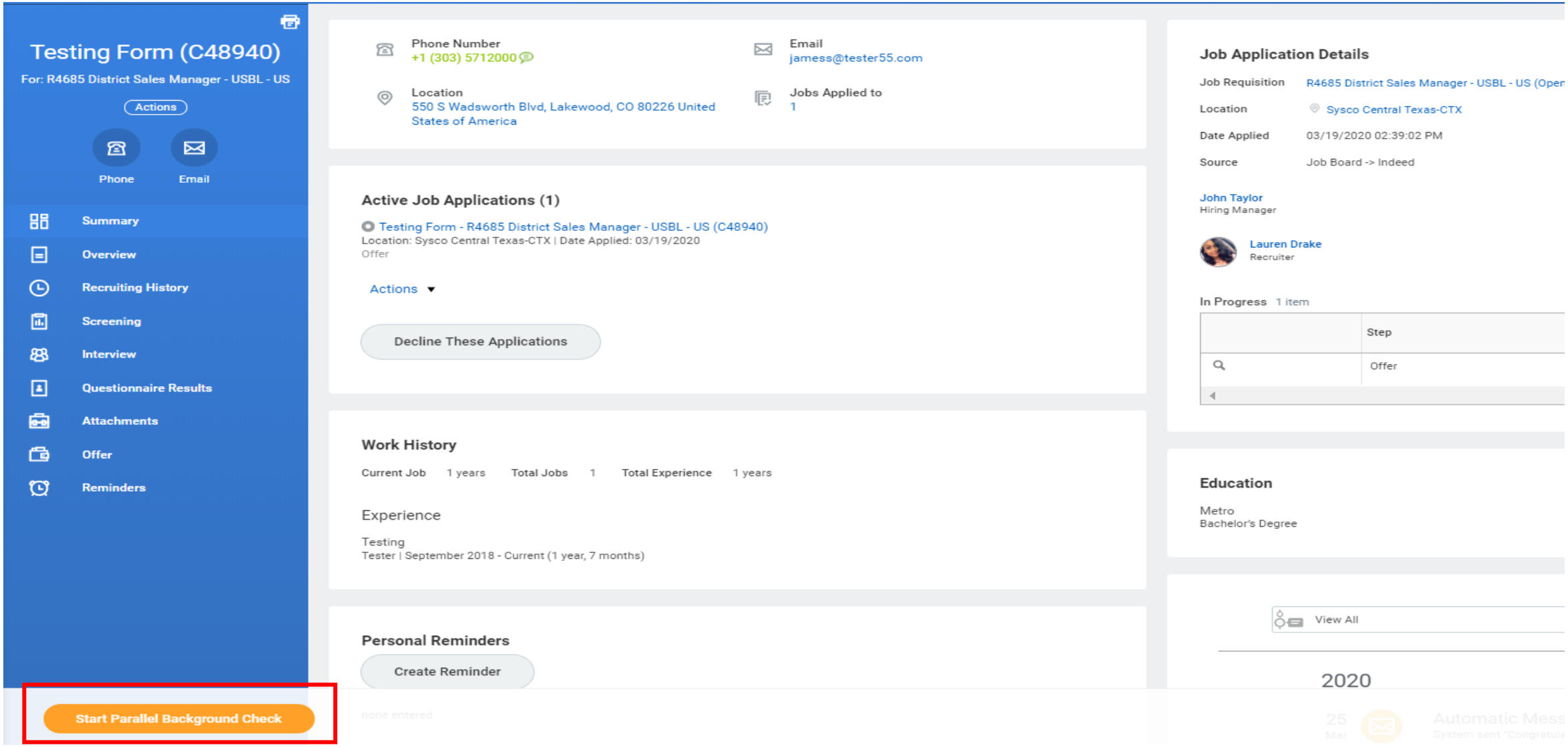
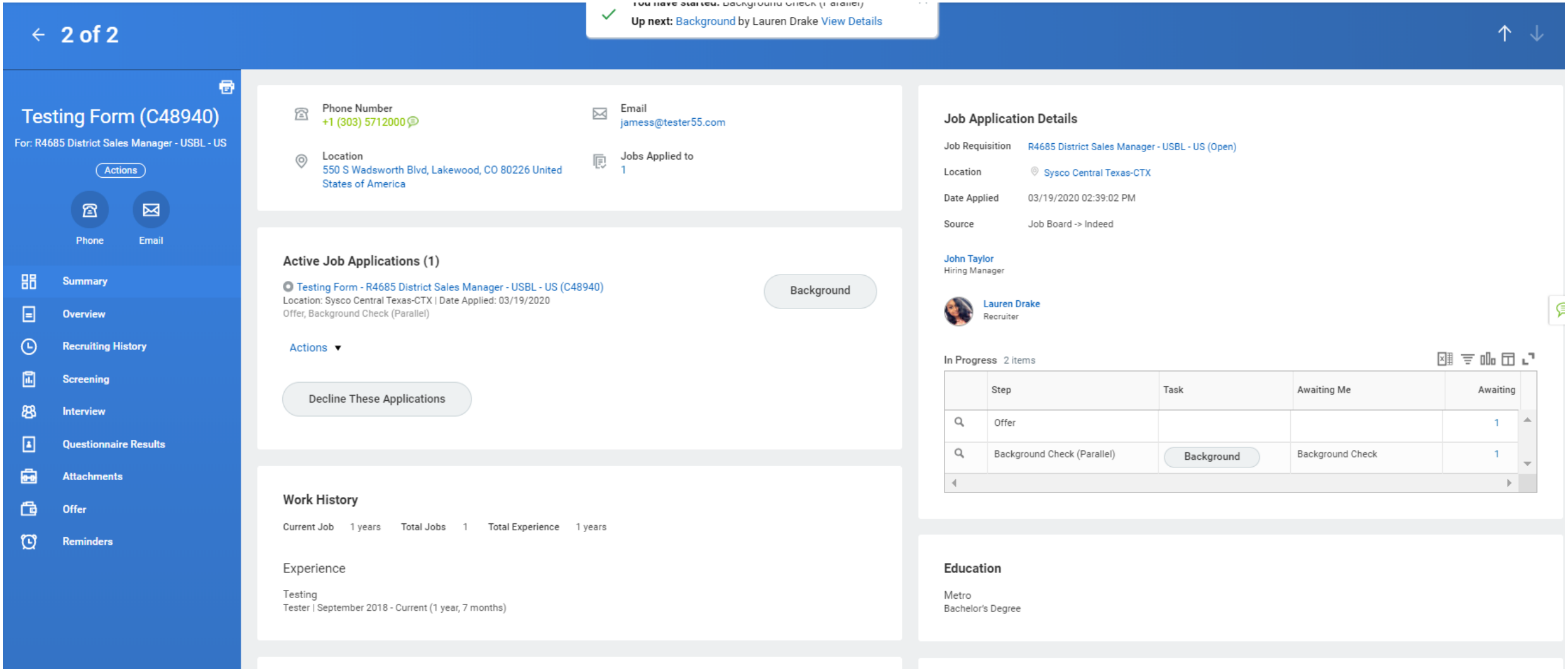
Manual Parallel Background Launch



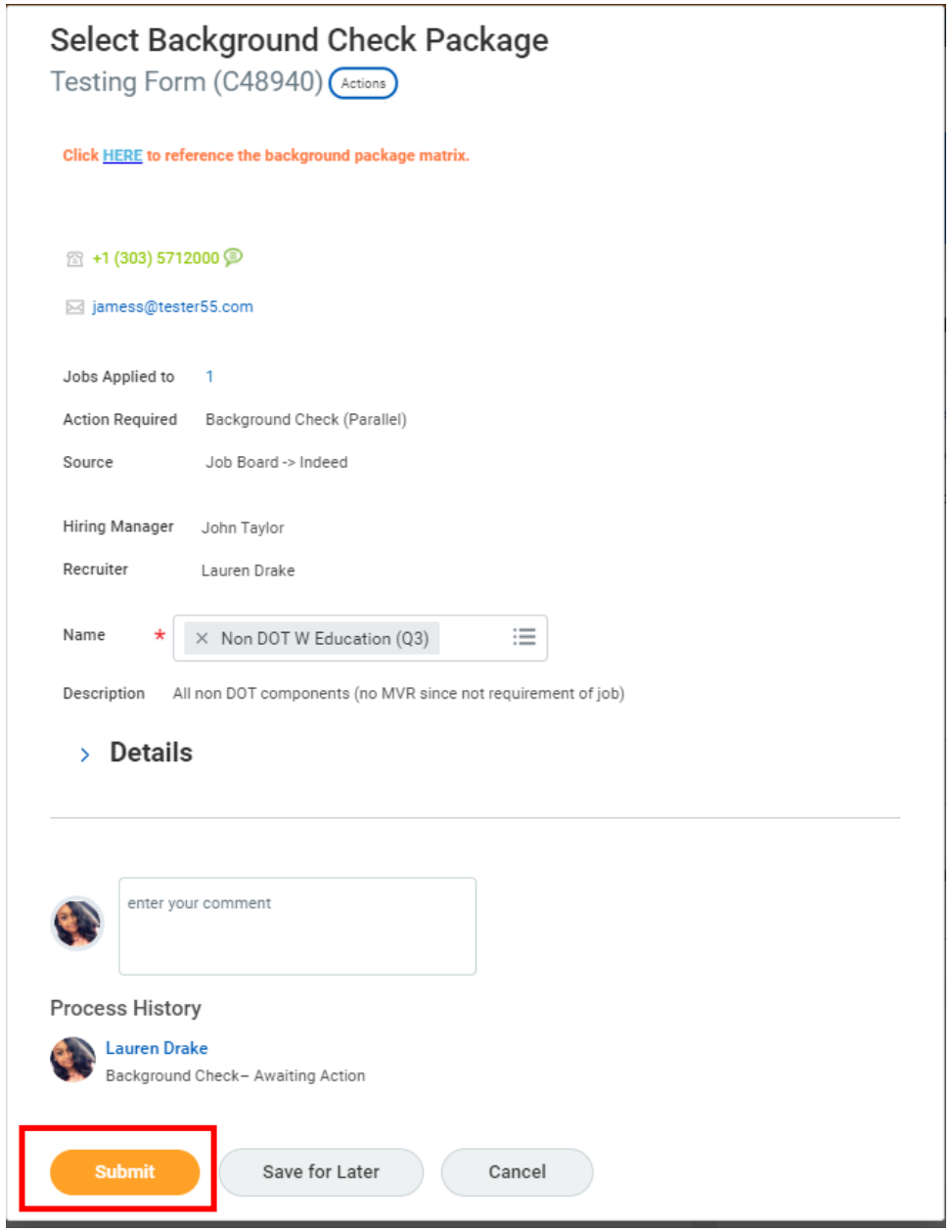
To manually launch the Parallel Background, once the Offer Letter has been sent to the candidate, navigate to their candidate profile page from the requisition page.



From the Candidate's Profile Page, click "Start Parallel Background".


2 of 2
Up next: Background by Lauren Drake View Details
Testing Form (C48940)
For: R4685 District Sales Manager - USBL - US
Actions
Phone
Email
Summary
Overview
Recruiting History
Screening
Interview
Questionnaire Results
Attachments
Offer
Reminders
Phone Number
+1 (303) 5712000
Email
jamess@tester55.com
Location
550 S Wadsworth Blvd, Lakewood, CO 80226 United States of America
Jobs Applied to
1
Active Job Applications (1)
Testing Form - R4685 District Sales Manager - USBL - US (C48940)
Location: Sysco Central Texas-CTX | Date Applied: 03/19/2020
Offer, Background Check (Parallel)
Background
Actions
Decline These Applications
Work History
Current Job 1 years
Total Jobs 1
Total Experience 1 years
Experience
Testing
Tester | September 2018 - Current (1 year, 7 months)
Job Application Details
Job Requisition R4685 District Sales Manager - USBL - US (Open)
Location Sysco Central Texas-CTX
Date Applied 03/19/2020 02:39:02 PM
Source Job Board -> Indeed
John Taylor
Hiring Manager
Lauren Drake
Recruiter
In Progress 2 items
Step
Task
Awaiting Me
Awaiting
Offer
1
Background Check (Parallel)
Background
Background Check
1
Education
Metro
Bachelor's Degree

- **Select the appropriate Background Check Package and hit submit.**
- **Once "Submit" has been clicked, the Background will be launched.**



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PARALLEL STAGING: OFFER AND BACKGROUND STAGES

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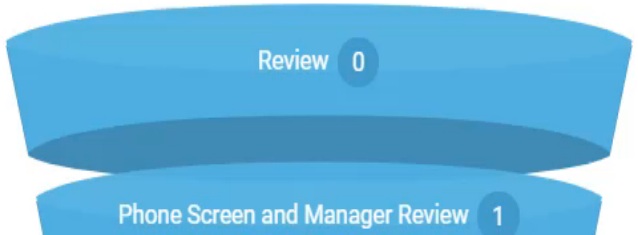

Candidates by Source

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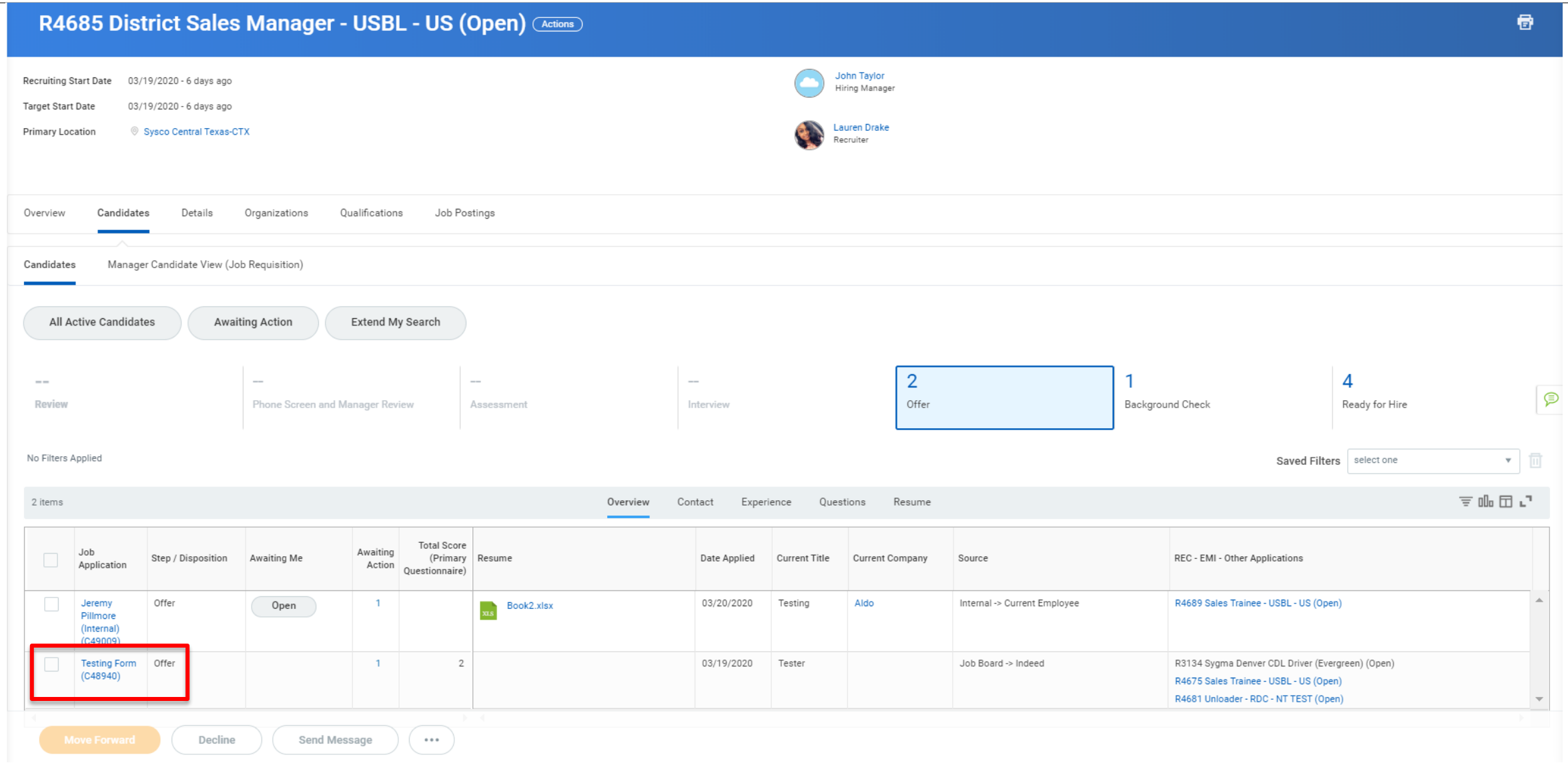
Manual Parallel Background Launch



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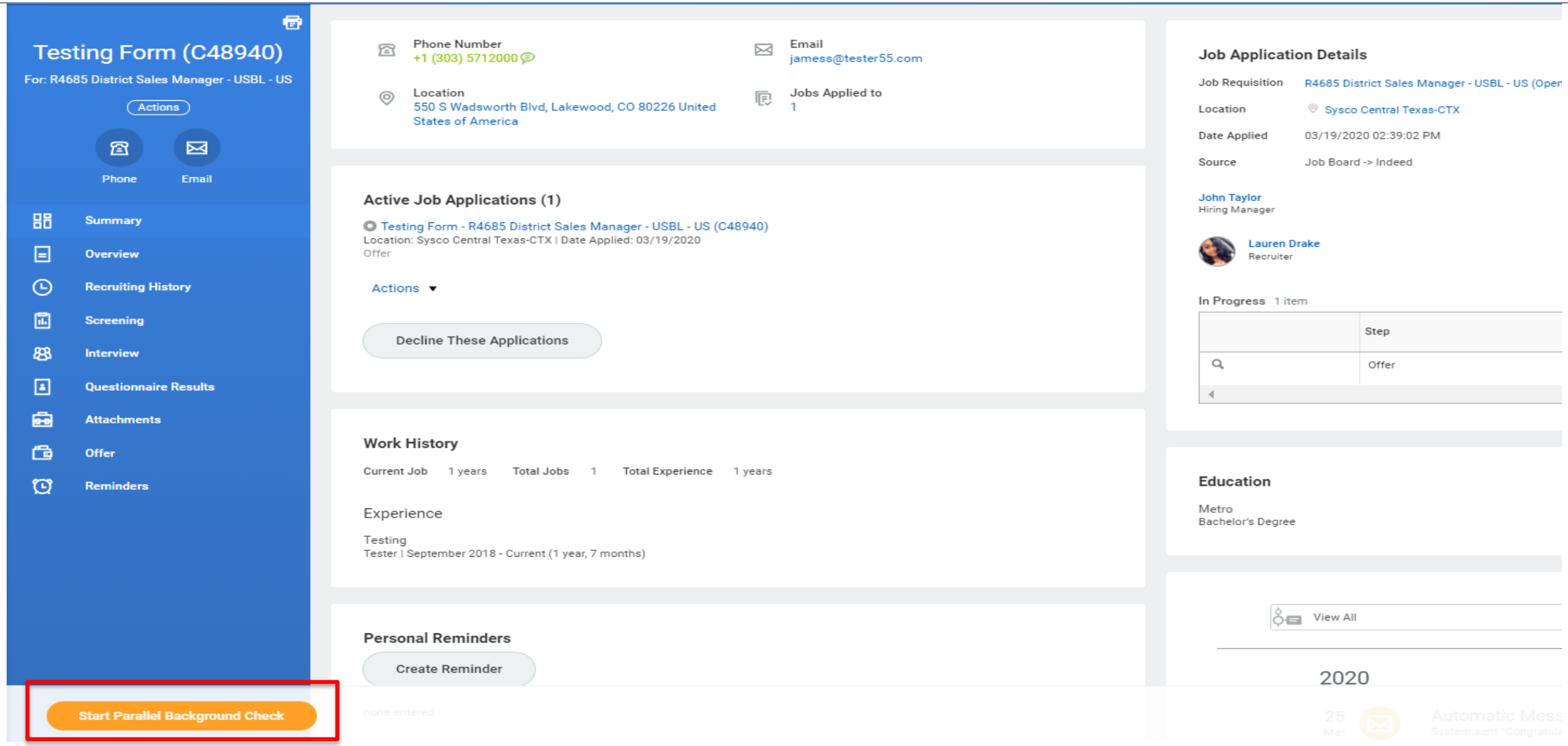
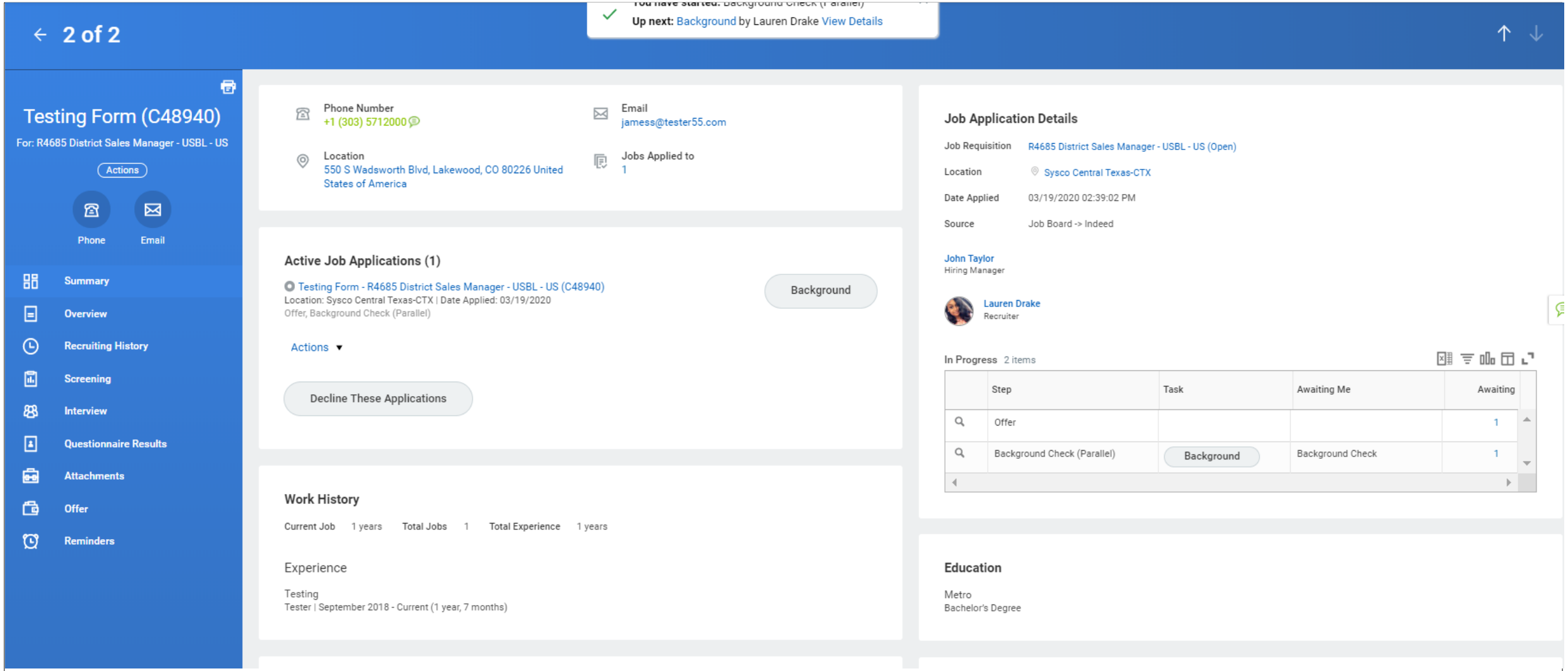
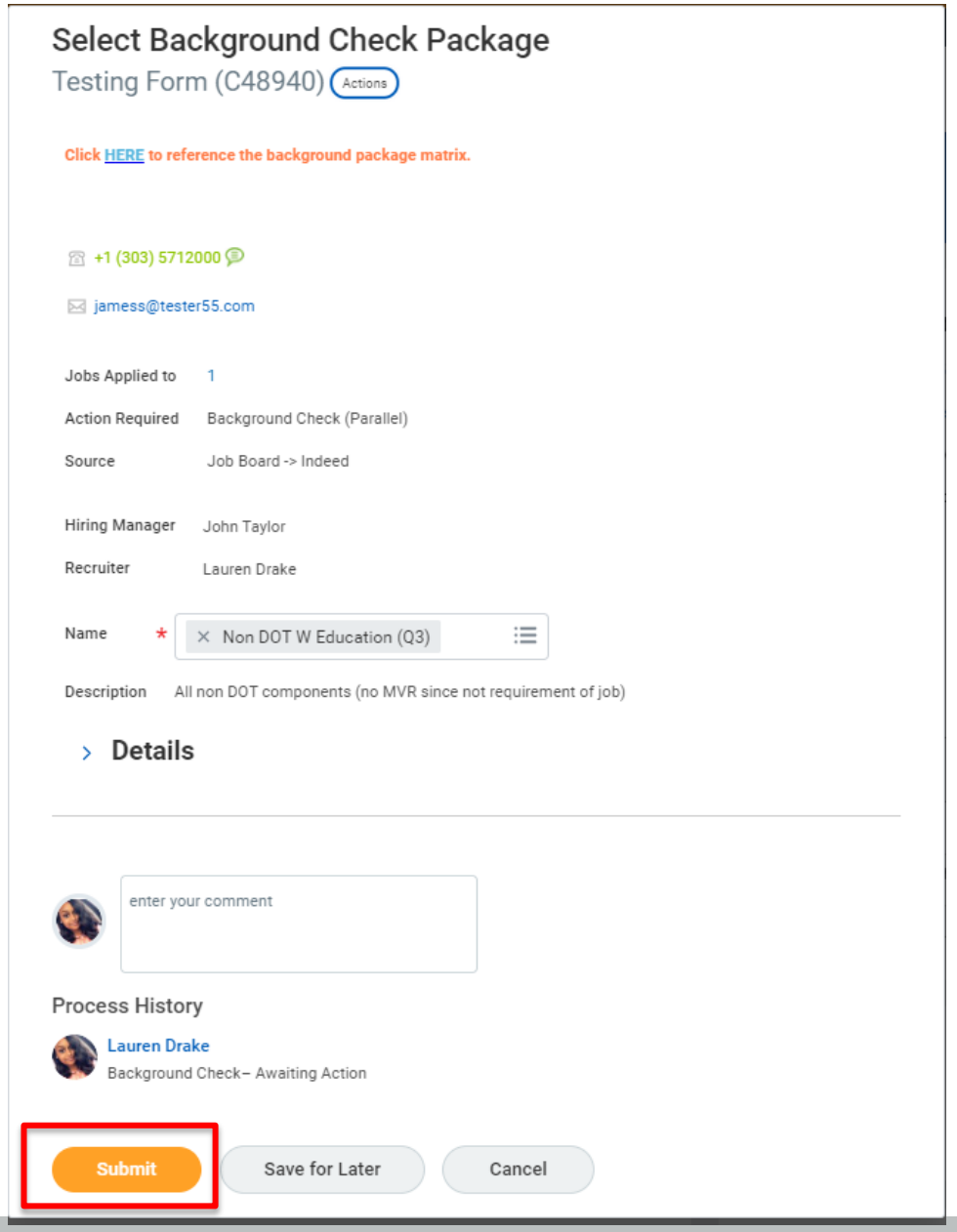


From the Candidate's Profile Page, click "Start Parallel Background".



Select the Background package, by clicking "Background" from the candidate's profile.

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