



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.

## 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

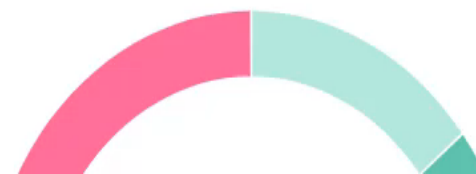
Active Candidates	7	Referral	0	Internal	2	Inactive	0
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### Candidates by Active Stage

Review 0

Phone Screen and Manager Review 1

### Candidates by Source







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# Manual Parallel Background Launch



Recruiting Start Date 03/19/2020 - 6 days ago

Target Start Date 03/19/2020 - 6 days ago

Primary Location [Sysco Central Texas-CTX](#)

John Taylor  
Hiring Manager

Lauren Drake  
Recruiter

Overview **Candidates** Details Organizations Qualifications Job Postings

Candidates Manager Candidate View (Job Requisition)

All Active Candidates

Awaiting Action

Extend My Search

Review Phone Screen and Manager Review Assessment Interview **2 Offer** 1 Background Check 4 Ready for Hire

No Filters Applied

Saved Filters [select one](#)

2 items Overview Contact Experience Questions Resume											
<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Resume	Date Applied	Current Title	Current Company	Source	REC - EMI - Other Applications
<input type="checkbox"/>	Jeremy Pillmore (Internal) (C49009)	Offer	<a href="#">Open</a>	1		Book2.xlsx	03/20/2020	Testing	Aldo	Internal -> Current Employee	<a href="#">R4689 Sales Trainee - USBL - US (Open)</a>
<input type="checkbox"/>	Testing Form (C48940)	Offer		1	2		03/19/2020	Tester		Job Board -> Indeed	<a href="#">R3134 Sygma Denver CDL Driver (Evergreen) (Open)</a> <a href="#">R4675 Sales Trainee - USBL - US (Open)</a> <a href="#">R4681 Unloader - RDC - NT TEST (Open)</a>

Move Forward

Decline

Send Message

...

**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.**

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  
james@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

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)

Personal Reminders

Create Reminder

none entered

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 1 item

	Step
	Offer

Education

Metro  
Bachelor's Degree

View All

2020

25 Mar Automatic Message System sent "Congratulations"

Start Parallel Background Check

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

## Testing Form (C48940)

For: R4685 District Sales Manager - USBL - US

Actions



Phone



Email



Summary



Overview



Recruiting History



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### 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.**

## Select Background Check Package

Testing Form (C48940) Actions

Click [HERE](#) to reference the background package matrix.

+1 (303) 5712000

jamess@tester55.com

Jobs Applied to 1

Action Required Background Check (Parallel)

Source Job Board -> Indeed

Hiring Manager John Taylor


Recruiter Lauren Drake

Name \* × Non DOT W Education (Q3)


Description All non DOT components (no MVR since not requirement of job)

> Details

---



Process History



**Lauren Drake**  
Background Check– Awaiting Action

Submit
Save for Later
Cancel





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# Parallel Staging: Offer & Background



# PARALLEL STAGING: OFFER AND BACKGROUND STAGES

- **This new functionality enables the TAP to launch a candidate's background after sending the offer letter to the candidate.**
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Target Start Date 03/19/2020 - 5 days ago

Primary Location  Sysco Central Texas-CTX



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Hiring Manager

 **Lauren Drake**  
Recruiter

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Overview **Candidates** Details Organizations Qualifications Job Postings

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All Active Candidates Awaiting Action Extend My Search

Review Phone Screen and Manager Review Assessment Interview **2 Offer** 1 Background Check 4 Ready for Hire

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[Move Forward](#) [Decline](#) [Send Message](#) [...](#)

**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.**



Testing Form (C48940)  
For: R4685 District Sales Manager - USBL - US

Actions

Phone

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Jobs Applied to  
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Active Job Applications (1)

Testing Form - R4685 District Sales Manager - USBL - US (C48940)  
Location: Sysco Central Texas-CTX | Date Applied: 03/19/2020  
Offer

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)

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Create Reminder

none entered

Start Parallel Background Check

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 1 item

	Step
	Offer

Education

Metro  
Bachelor's Degree

View All

2020

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For: R4685 District Sales Manager - USBL - US

Actions



Phone



Email



Summary



Overview



Recruiting History



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● Testing Form - R4685 District Sales Manager - USBL - US (C48940)  
Location: Sysco Central Texas-CTX | Date Applied: 03/19/2020  
Offer, Background Check (Parallel)

Actions ▾

Decline These Applications

Background

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### 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

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Lauren Drake  
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In Progress 2 items

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🔍	Offer			1
🔍	Background Check (Parallel)	Background	Background Check	1

### Education

Metro  
Bachelor's Degree

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

- **Select the appropriate Background Check Package and hit submit.**
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### Select Background Check Package

Testing Form (C48940) [Actions](#)

Click [HERE](#) to reference the background package matrix.

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[james@tester55.com](#)

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Hiring Manager John Taylor


Recruiter Lauren Drake

Name \*


Description All non DOT components (no MVR since not requirement of job)

> Details

---



Process History

**Lauren Drake**  
Background Check– Awaiting Action

Submit

Save for Later

Cancel