Interview Outcome - Follow Pre-Employment Checks Progress

You can view the progress of the preferred candidate's pre-employment checks at any time after you have confirmed your preferred candidate.

- Go to the **My Jobs** app on your workspace, click on the vacancy name to open the Job Content page.
- Click on the Selection/Hiring tab

JOB CONTENT	JOB APPROVAL PROCE	SELECTION / HIRING	INTERVIEW SCHEDULER	
Job Requisition	Job Description	Attachments		

- Click on the candidate's name and the **Applicant's overview** page will appear.
- At Offer Checklist, click on Offer Checklist at the right side of the screen.

 Character kererence	: (ondssigned)				
Offer Checklist	(Unassigned) 20/02/2018 12:25 Europe/London Created By Level 5 PKC	FER CHECKLIST (TEST) (0)			
Confirmation of Appointment	: (Unassigned)				
Occupational Health Notification	(Unassigned)				
		OTHER CANDIDATES	<	>	

Here, you can view the details of which checks have been completed and which are still in process.

RECRUITME	NT OFFER CHECKLIST - SINGLE STATUS
Is the candidate Exten	rnal/Internal etc? *
EAP:	
EAP Date:	
Recruiting Manager:	
Manager Name:	
DISCLOSURE SC	COTLAND (INC PVG MEMBERSHIP)
Does this post require	e a Disclosure Scotland check? *
Please select	