



**Texas Skyward User Group Conference**

# **Fast Track – Online Application Processing**

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# Fast Track – Online Application Processing



This session provides an overview of processing applications online which includes online reference checks, interfacing with third parties for the criminal background check and much more.

- Reference Setup
- Restricted Applicant Setup
- Background Check Setup
- Other Configurations



## Configure Reference Setup

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Reference Setup - WH\AD\FT\PP\PS\CF\PS - 25632 - 05.14.06.00.08 - Internet Explorer

**Position Setup Options**

- Status Code Prompt
- Gallup Setup
- Ventures Setup
- Reference Setup**
- Exclude EMS Plans
- Exclude SN Plans
- Open Position Brws
- Misc. Options
- ▶ Background Check

**Reference Setup**

Enable External References

**Configuration**

Send Reference Request Emails Immediately.

Send Reference Request Emails On Status Code:  
200 - H/R Reviewing Process

Maximum References Per Questionnaire: 5

After Creation, References Expire: Never

Email Message Sent To References:  
Reference Check

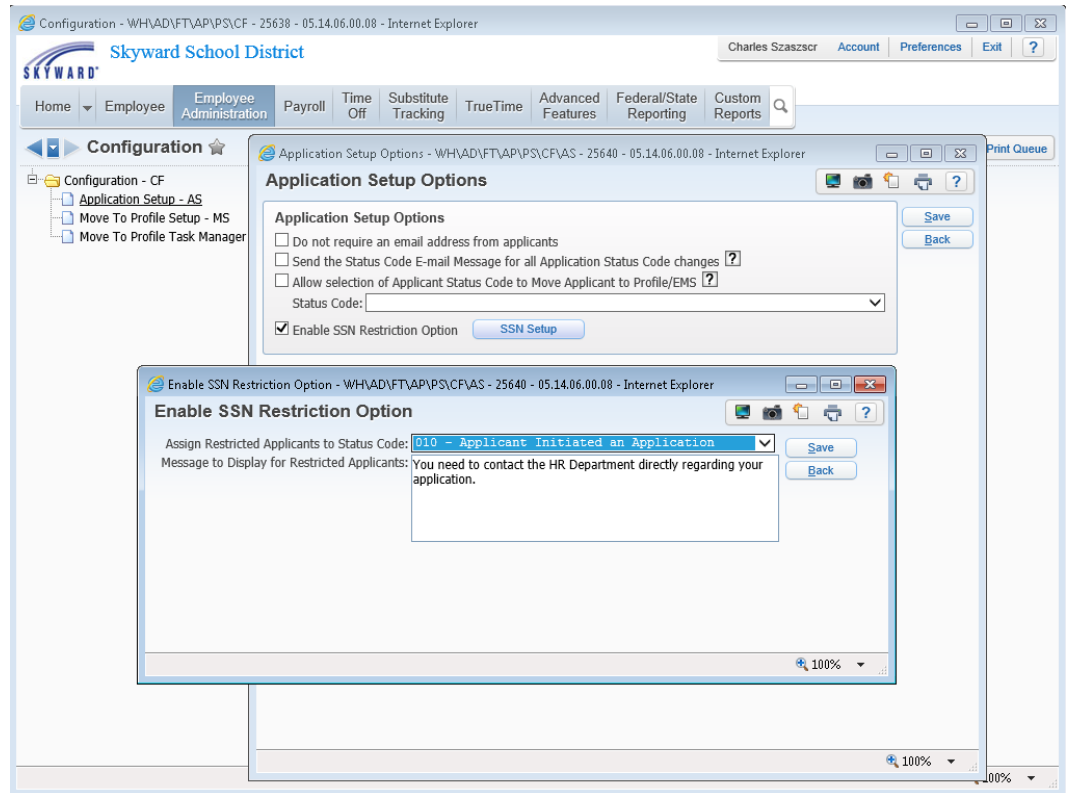
Web URL For Reference Entry:  
https://pbroker1:489/scripts/cgiip.exe/WService=11509web/rappjoblst491.w

Edit

Back

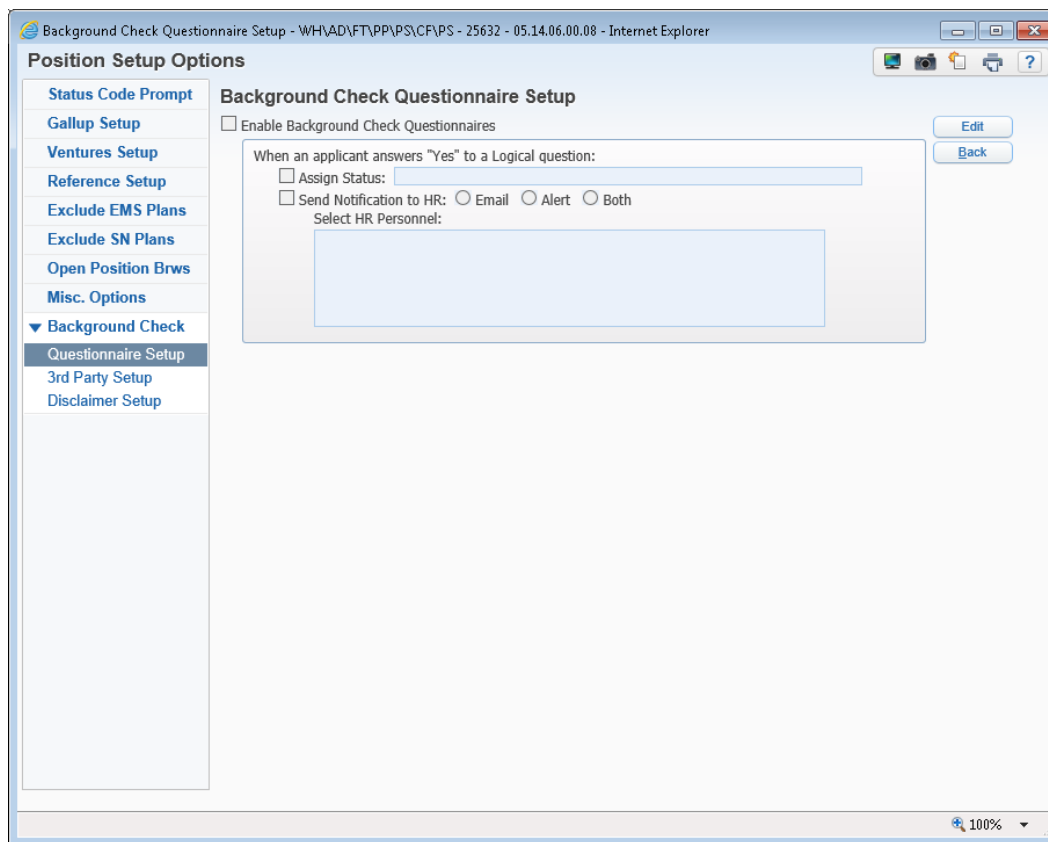
100%

Setup to use Restriction. (note: must require that SSN be entered on application)





## Setup the Background Check interface

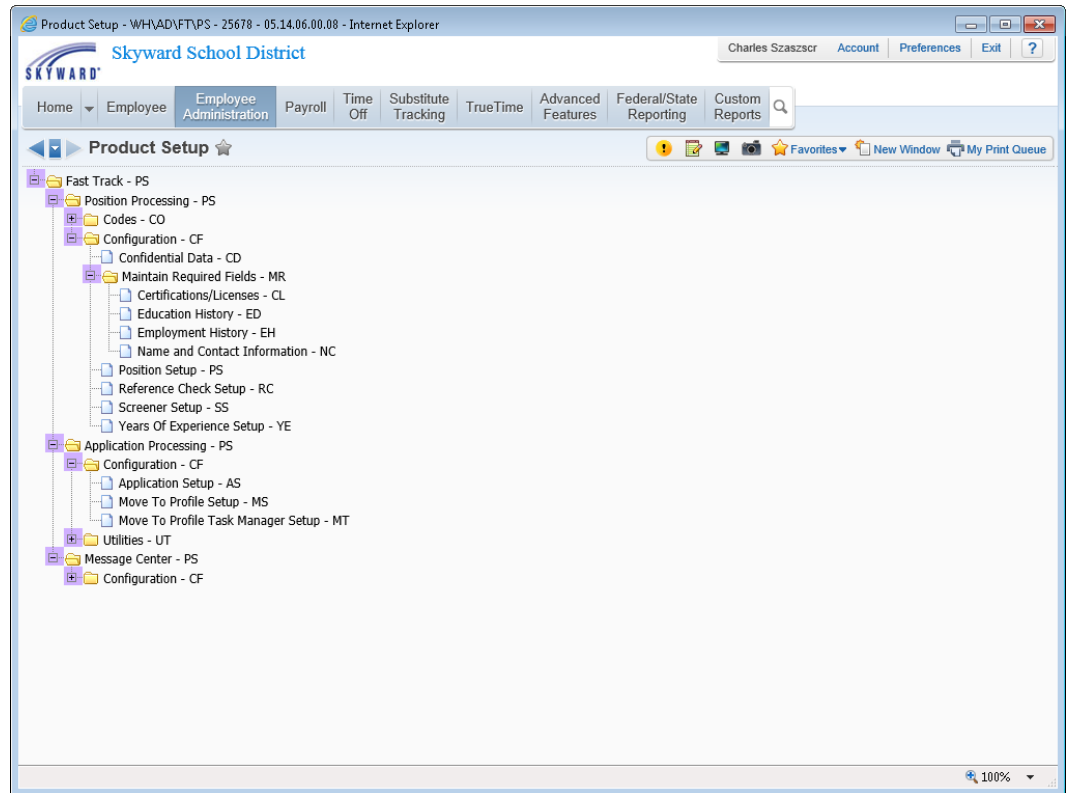


The screenshot shows a web browser window titled "Background Check Questionnaire Setup - WH\AD\FT\PP\PS\CF\PS - 25632 - 05.14.06.00.08 - Internet Explorer". The interface is divided into two main sections:

- Position Setup Options (Left Sidebar):** A vertical list of menu items including Status Code Prompt, Gallup Setup, Ventures Setup, Reference Setup, Exclude EMS Plans, Exclude SN Plans, Open Position Brws, Misc. Options, Background Check (expanded), Questionnaire Setup (selected), 3rd Party Setup, and Disclaimer Setup.
- Background Check Questionnaire Setup (Main Content):**
  - A checkbox labeled "Enable Background Check Questionnaires" with an "Edit" button to its right.
  - A section titled "When an applicant answers 'Yes' to a Logical question:" containing:
    - An "Assign Status:" checkbox with an adjacent text input field.
    - A "Send Notification to HR:" checkbox with radio buttons for "Email", "Alert", and "Both".
    - A "Select HR Personnel:" label above a large, empty text input area.
  - A "Back" button is located at the bottom right of the main content area.

The browser window includes standard navigation and window control buttons at the top right and a zoom level of 100% at the bottom right.

## Other configurations









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**THANK YOU FOR ATTENDING!**

