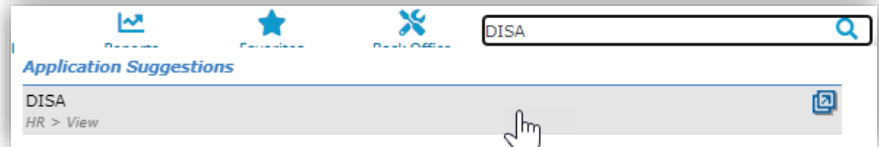


Background Check & Drug Screenings Day-to-Day Processing

Log in to the system

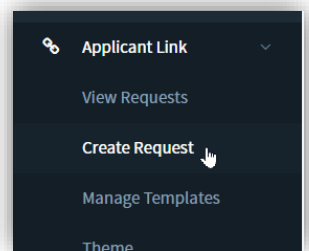
Our vendor has a single sign-on integration from your PeopleHub Manager Login.

Type "DISA" into the search box and click pop-up



Order/Send Applicant Link

Navigate to "Applicant Link > Create Request" on the left side menu



Select: Package > Additional Services Needed

Add: Additional Message (Optional) – to give any further directions pertaining to your company

Enter: Applicant first name, last name, email address

Click: Create applicant link request

An email or text message will be sent to the applicant with a link to complete their background authorization form. Once the applicant submits the completed form, you will receive an order confirmation email. DISA will begin the submission process automatically. Results are sent to you via email in a PDF report.

The screenshot shows the 'Create Request' form in the Tandem HR system. It is divided into three main sections:

- Choose Package Services:** A dropdown menu for 'Choose a Package' and a list of services with checkboxes and quantity fields.

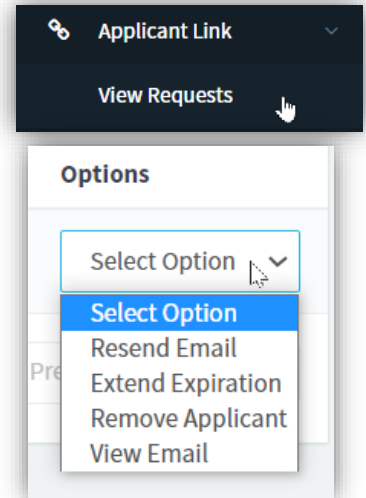
Service	Properties
<input type="checkbox"/> 10 Panel Urine (No THC)	1 to 1 qty
<input type="checkbox"/> Bureau of Industry & Security - The Entity List	
<input type="checkbox"/> Bureau of Industry & Security - The Unverified List	
<input type="checkbox"/> Bureau of Industry & Security Denied Persons List	
<input type="checkbox"/> Child Abuse Registry	1 to 1 qty
- Applicant Link Options:** Fields for 'Days Until Expired' (7 Days), 'Additional Message' (text area), 'Package Template' (Default Template), and a checkbox for 'Require Applicant Pay?'.
- Add Applicants:** A table for entering applicant information.

#	First Name *	Last Name *	Email Address *	Rush	Send Text ?	Phone Number	Billing Code ?	Remove
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Select a Billing C	

At the bottom of the form are two buttons: 'Add Applicant' and 'Import from Excel'.

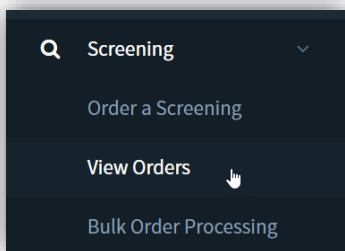
Track completion of Applicant Link consent at any time on the “Applicant Link > View Requests Page”

Select from resending the email request, extending the expiration to complete the request, removing the applicant from the system, and viewing the email sent in the dropdown menu under “Options”



View Progress/Results

View Completed Report by going to the “View Orders” screen and clicking the Order ID for the candidate.



Each screen will have a green C (for clear component), red Q (for questionable component), or yellow P (pending screen). Hiring decisions cannot be based on pending screens. Please wait to make any hiring decisions until after screens have completed.

If there are questionable components of an applicant’s background screening that will affect your hiring decision, see Taking Adverse Action.

Taking Adverse Action

If you decide not to hire a candidate based on their background results, please consult with your HR Business Partner. Adverse Action will ALWAYS be necessary if you revoke an offer due to background screen results.

1. If an applicant does not meet the hiring criteria based on background check results, select menu item **Adverse Action** and click on *View Adverse Actions*.
2. Search the appropriate applicant by clicking on their name.
3. Under “**Request Adverse Action**” header, apply and confirm the candidate’s email.
4. Choose the specific adverse record the adverse action is based on.
5. Click on **Yes, Process Adverse Action**.
6. The Pre-Adverse Action and Adverse Action letters will be sent to the candidate automatically.

