

Integration Guide

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Setting Up The Integration In SmartRecruiters

- 1 Click *Settings* > *Apps & Integrations*
- 2 Search for *Vetting* > select *VETTING.com* in APPLICATION
- 3 Click the *Connect* button > click the *Allow and continue* button
- 4 Login with your *VETTING.com* credentials > click the *Approve* button. You are all set!

The screenshot shows the 'Apps & Integrations' page in SmartRecruiters. At the top, there are tabs for 'APPS & INTEGRATIONS' and 'CREDENTIALS'. A search bar contains the text 'vetting'. Below the search bar, a table lists applications. The first entry is 'VETTING.com - Sandbox' with a description 'Background Screening & Referencing, Simpler, Faster, Safer' and an 'ACTIVE' status indicator. A 'Connect' button is visible next to this entry. Below the table, there is a section titled 'VETTING.com - Sandbox Integration'. It features the VETTING.com logo and the SmartRecruiters logo with a double-headed arrow between them. Below the logos, it says 'Sign in to your VETTING.com - Sandbox account to enable the integration'. At the bottom of this section, it states 'SmartRecruiters is requesting access to the following from your VETTING.com account:' followed by a list of permissions: 'Read access to available checks', 'Read access to screening packages', and 'Request new checks'. An 'Approve' button is located at the bottom of the list.



Setting Up The Integration In VETTING.com

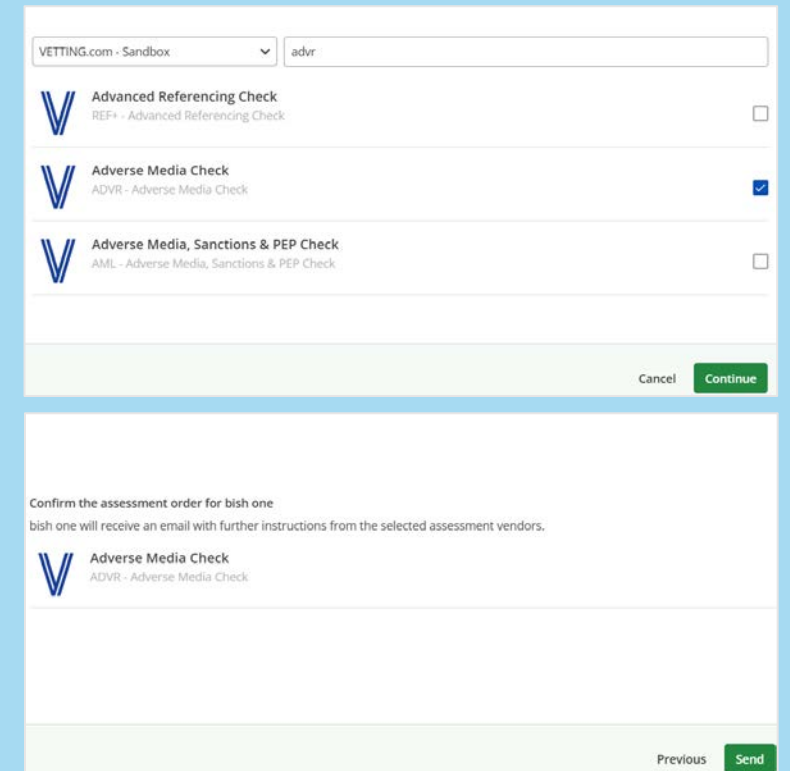
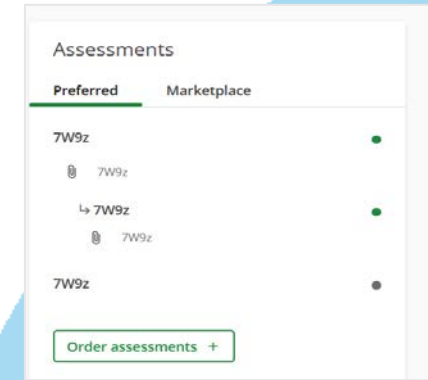
- 1 Click *Account* in the menu.
- 2 Expand the *Integrations* section.
- 3 Select *SmartRecruiters* and click *Add*.
- 4 Click the *Authorise* button next to *SmartRecruiters* and login to *SmartRecruiters* to complete the integration.





Adding A New Candidate To VETTING.com

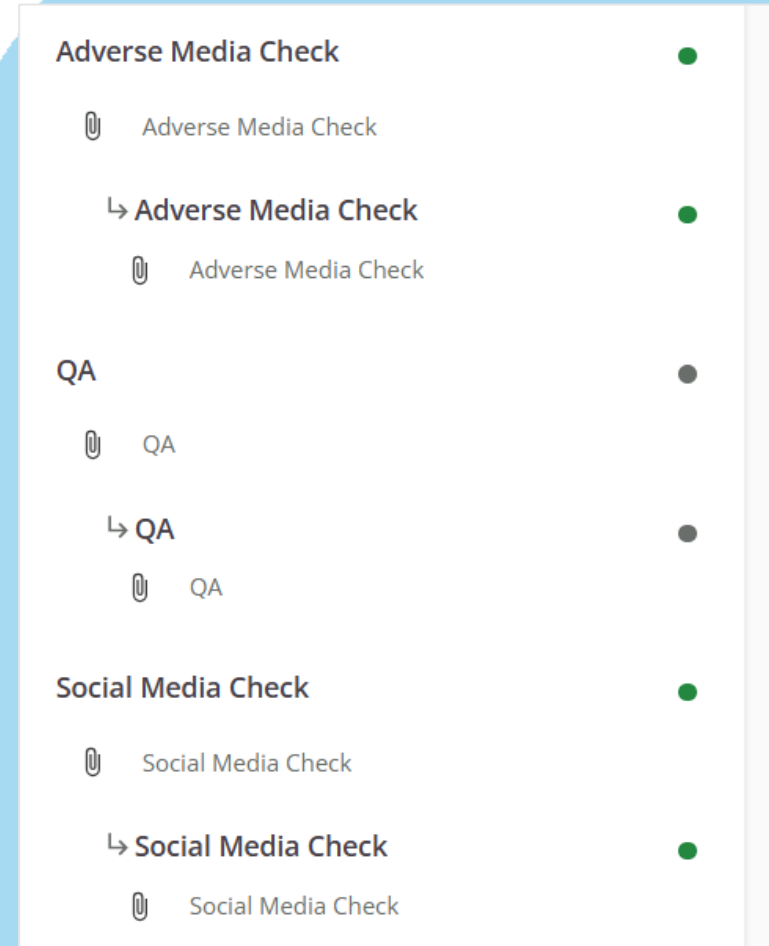
- 1 Select the *People* tab from the top menu.
- 2 Select the candidate you wish to screen. The Profile page for that candidate will appear.
- 3 Navigate to *Assessments* section on the Profile page and click the *Order assessments* button.
- 4 Search the check you want to issue for the candidate (For example: Adverse Media Check) > click *Continue* > click *Send*.
The check is issued to the candidate, which is also visible on the VETTING.com dashboard. Initially the check status will be Pending.





Viewing Check Results

- 1** On the candidate record, click the paper pin icon under Assessment, once the check status is Completed.
- 2** Assessment will have three check statuses: “Pending,” “Progress,” and “Completed.” Results are visible only once the check status is Completed.





Adding Further Checks

- 1 Navigate to *Assessments* section on the Profile page and click the *Order assessments* button.
- 2 Select the checks you want to request for the candidate > click *Continue* > click *Send*.
The check is issued to the candidate, which is also visible on the VETTING.com dashboard. Initially the check status will be Pending.

The screenshot shows a web interface for ordering checks. At the top, there is a dropdown menu set to "VETTING.com - Sandbox" and a search bar containing the letter "a". Below this, there is a list of four check options, each with a VETTING.com logo icon, a title, a subtitle, and a checkbox:

- Access NI Check**
ANI - Access NI Check
- Advanced Referencing Check**
REF+ - Advanced Referencing Check
- Adverse Media Check**
ADVR - Adverse Media Check
- Adverse Media, Sanctions & PEP Check**
AML - Adverse Media, Sanctions & PEP Check

At the bottom right of the list, there are two buttons: "Cancel" and "Continue".



Limitations

You will need to access VETTING.com directly to:

- › Set up your check packages
- › Add candidates as a bulk upload
- › View M.I reporting
- › Manage your VETTING.com user account

Note: Not all check types can be requested through SmartRecruiters currently.

