





WorkSmart

The best tech in workforce compliance meets the smartest tech in recruitment



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Activate WorkSmart:
Begin Your Compliance
Transformation with WorkPro

Effortlessly Link WorkPro and SmartRecruiters







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Initiate Your Integration

Upon signing an Integration Agreement, your WorkPro Account Manager will provide you with instructions on how to complete the setup steps and provide a link to our <u>Integration Request form</u>.

Step 1: Create your Packages within your WorkPro Account

• Packages will be visible in the Candidate Assessments screen, or available to configure in your hiring process workflows.

Step 2: Create Users in WorkPro

• Each SmartRecruiters user is linked to a WorkPro user account to provide visibility over requests sent. You will need to create individual users within WorkPro for all SmartRecruiters users. Ensure you assign each user User Roles within WorkPro; especially if you manage multiple sites, branches or offices.

Step 3: Submit Integration Request

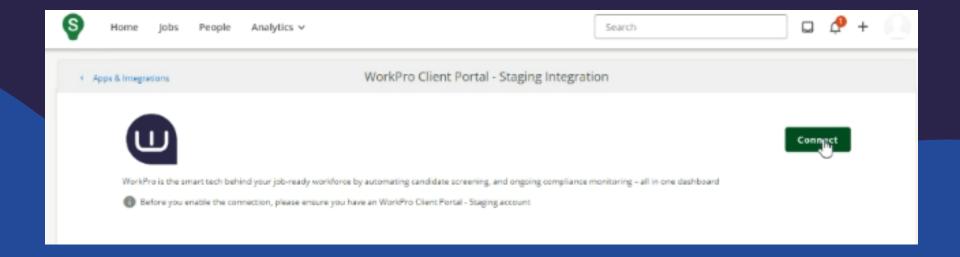
- Once your packages and users have been created, submit the <u>Integration Request form</u>.
- We will commence the integration process and be in contact to advise of next steps within 5 business days.



Step 4: Establish the Connection

Once we have confirmed the integration is ready to connect, a SmartRecruiters administrator will need to connect WorkPro in the SmartRecruiters marketplace.

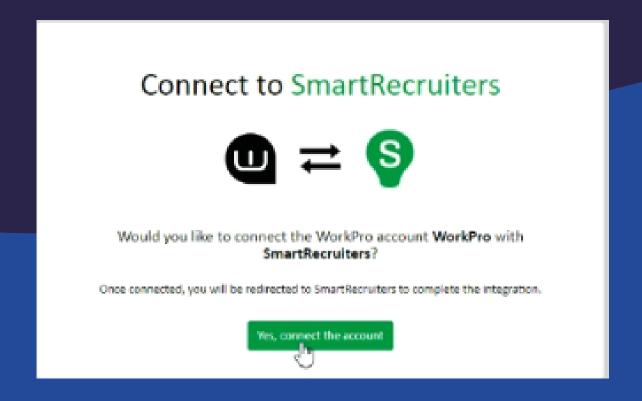
- 'Connect' WorkPro from the marketplace, and enter your WorkPro Administrator credentials when prompted
- When the credentials have been authenticated, you will need to click 'Yes, connect the account' to finalise the connection





Step 5: Testing the Connection

WorkPro will receive a notification of the connection and we'll schedule a Microsoft Teams call
to take you on a tour, configure any workflows, and test your connection.



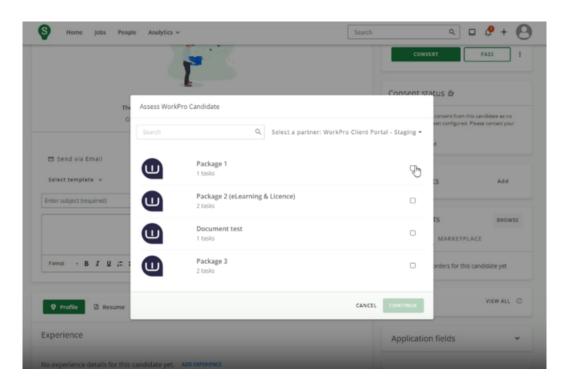


Simplify Compliance Tasks with WorkSmart

Direct Compliance Assignments and Tracking

Efficiency in Compliance Handling

Assign compliance packages by searching for a candidate and navigating to their Assessments section. From there, 'Browse' and send one or multiple compliance packages to the candidate. The candidate will be sent a personal invitation and a unique WorkPro Token.



You can also configure your WorkPro packages to be automatically sent at candidate status updates within your Hiring Process Workflows.



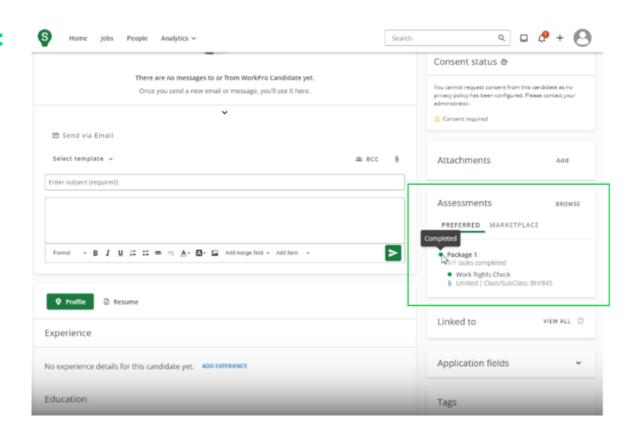
Ensuring Compliance: Start to Finish

Keep Track of Progress and Achievements

Navigating Compliance Fulfillment

Candidate results and statuses previously only viewable in WorkPro can now be tracked from your SmartRecruiters account. WorkPro Package Status Updates:

- Pending: Package request has been sent to the candidate
- In Progress: Candidate has logged in and started completing tasks
- Completed: All requested tasks have been completed
- Rejected: Request was unable to be sent – refer to status update for further details





The Candidate Assessment section provides real-time visibility over WorkPro requests sent and task completion data. WorkPro package name and tasks will be added as a Note to the Assessments section as they are sent.

Completion data includes:

- Task Name as note type (e.g. M02 Office Safety v4)
- Background check status (e.g. Police Check NDCO, Non-AU Limited Work Rights)
- Expiry date where applicable
- Licence/Ticket and Documents
- Results certificate URL accessible via the paperclip icon



INTEGRATION LIMITATIONS



Packages

You will need to log in to WorkPro to establish and maintain your packages.



You will need to log in to WorkPro to establish and maintain your administrative users. Any new or deleted users will need to be advised to integrations@workpro.com.au so that users can be linked for visibility over requests sent.

Verifications

You will need to be logged in to WorkPro to either send a bulk request to VEVO or produce bulk eLearning certificates.



The Ultimate SmartRecruiters Compliance Integration

Hiring Efficiency Meets Comprehensive Compliance

Best of Both Worlds, Integrated

Discover the ease of integrating WorkPro into your recruitment strategy. This powerful integration of WorkPro's comprehensive compliance capabilities and SmartRecruiters' streamlined hiring process transforms the way you recruitand is designed to offer a robust solution that simplifies complex compliance requirements without sacrificing efficiency.

Key Features and Benefits:

- **Efficiency in Workflow:** Significantly reduce the need for manual input with automated tracking and streamlined verification processes, alleviating administrative load.
- Consolidated Candidate View: Provide candidates with a seamless experience throughout
 the hiring process. For hiring teams, enhanced decision-making is facilitated by a complete
 overview of each candidate's recruitment journey, ensuring a cohesive and transparent
 pathway to employment.



- Strategic Risk Management: Benefit from WorkPro's strategic alliances with government bodies and authoritative databases. Integrations with Referoo and Jobfit deepen the scope of background checks and reduce potential hiring risks
- Advanced Monitoring and Insights: WorkSmart combines WorkPro's and SmartRecruiters' sophisticated tracking and reporting tools for a detailed analysis of compliance activities, progress, and results. This empowers HR and recruitment teams to make data-driven decisions, streamlining the recruitment process for strategic advantage.



WorkSmart, nothing less

Future-Proof Your Recruitment

"Step into the future"

Staying ahead means not just attracting top talent but doing so in a way that is efficient, compliant, and scalable. For users of SmartRecruiter, integrating WorkPro is not just an upgrade; it's a transformation. This integration brings the best of compliance technology within the SmartRecruiter ecosystem, ensuring your recruitment process is efficient and fully aligned with the latest compliance and digital standards.

Whether you're already a SmartRecruiters user or considering the platform, integrating WorkPro ensures your organisation is equipped with the leading technology. Don't just meet the current standards of recruitment and compliance; set new ones with WorkSmart and ensure your organisation remains at the forefront of the industry.



