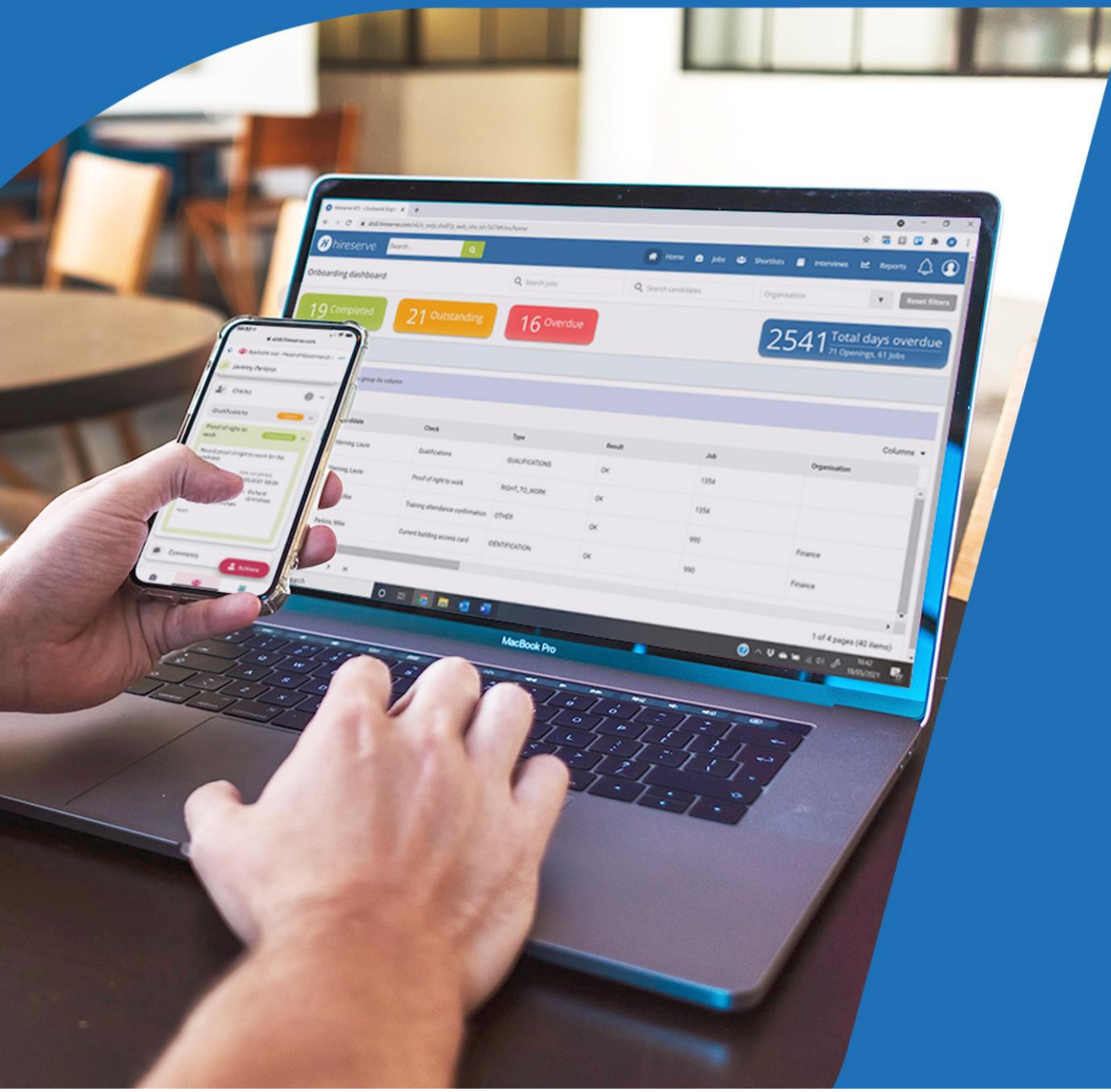# hirechecks
pre-employment module

Hirechecks

Designed to make managing pre-employment tasks and checks simpler, safer and faster

Introduction

Managing the recruitment process doesn't end when a candidate accepts an offer – there are often many other activities that need to be performed both to be able to welcome your new hire on the first day of their employment as well as to fulfil your compliance obligations. Most organisations will operate a spreadsheet to track this information and rely on a number of loosely controlled activities being performed by the prospective new employee, other people within the organisation or indeed any number of 3rd parties. The time spent setting out what needs to be performed, requesting its performance, checking who has been asked to perform it, checking for its completeness and reminding people to complete can be a serious burden on an organisation. In addition, collecting and securely storing of the required documentation to support these activities can really be a drain on the organisation.

This is where Hirechecks comes in – this is the pre-employment checks module that can be added to your Hireserve ATS – meaning that you can abandon those spreadsheets and manage the processes entirely from within the ATS. We know that organisations can spend a disproportionate amount of time tracking the pre-employment checks – and the opportunities to overlook essential items is always present in a wholly manual system. Hirechecks allows you to automate the requesting and completion of a huge range of pre-employment checks (and general activities). Triggering checks at different points of the process to help you keep control.

Overview
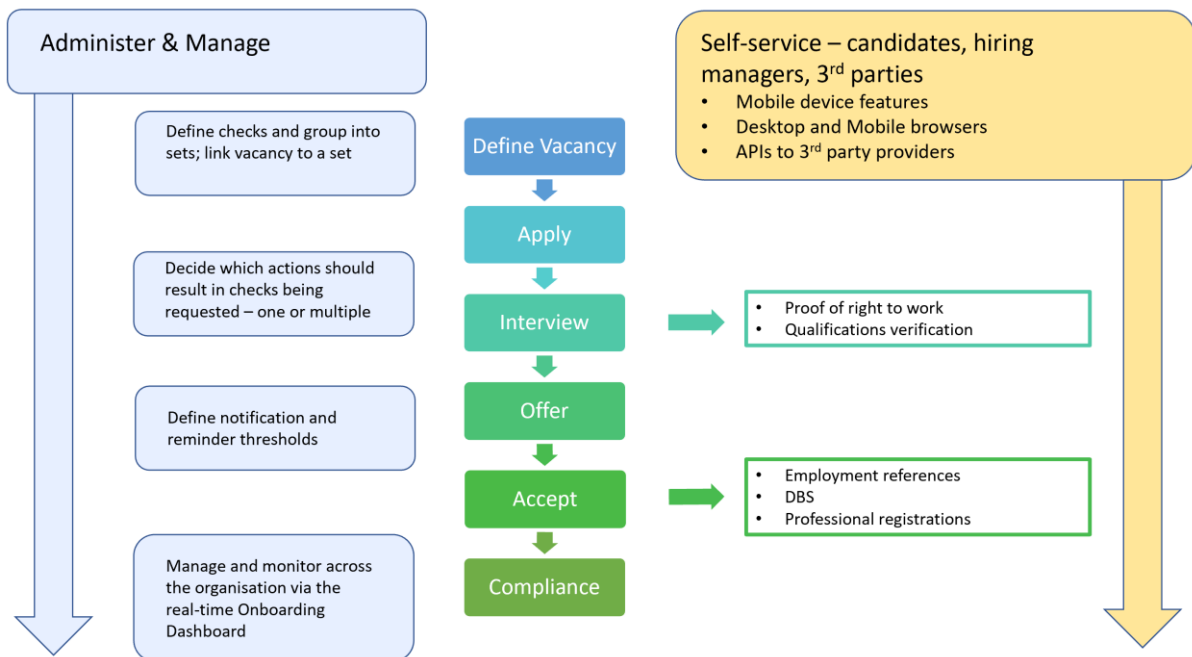
Features & benefits

Let's have a look at some of the features and benefits it offers. In short – save time, become compliant, ease the burden and make more time for the things where you can add real value.

- Save paper – no need to photocopy and print or scan to email – securely use the camera in your phone under the control of Hireserve to scan individual or multiple documents straight into the candidate's file in the system.

- Define default "sets" of checks to be triggered (that means become relevant and be assigned to the relevant party) at stages of the recruitment process that you choose.

- Enable any check to be triggered based on specific candidate statuses (for example, create a "references returned" check automatically when you use the system to request employment or other references)

- Enable hiring managers to action checks through a simple UI on their desktop or mobile devices.

- Set target dates for all activities and be alerted when they are approaching their due date; set automated reminders to be sent to the party responsible for completion.

- Enable HR to manage the process for a candidate, for a vacancy or across the entire organisation. Use the intuitive dashboard to drill into the activity – what or who is performing, what's taking longer than planned, how does that compare to previous periods.

- By allocating checks to individuals, teams or 3rd parties you can devolve responsibility via self-service model – but keep in control all the time.

- Measure process efficiency and identify areas for review.

- Manage all the data in line with best practice – all notes, records and documents held centrally within Hireserve ATS.

- Track which 3rd parties (for example DBS providers, background checks providers) are performing to their SLAs.

Example savings

We surveyed our customers to understand the activities that they identified as costing them money.

Case 1 – Our Customers

We asked for information from 27 respondents – we asked them how many proofs of right to work (RTW) documents they process per year, the hourly rate of those performing the action and the amount of time spent per document (copying / emailing / scanning / filing and logging / retrieving / destroying). Some customers reported that this could be as much as 30 minutes per document when taken over the "life" of that document.

Average example			
No. RTW Docs	£ Hourly Rate	Minutes per document	£ Total Cost
1,000	12.75	10	2,125

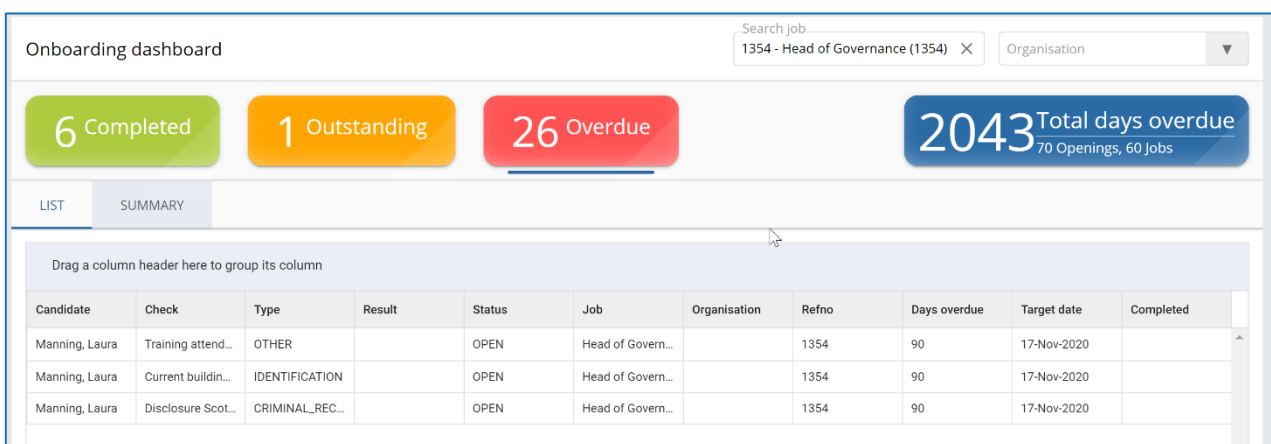| University example			
No. RTW Docs	£ Hourly Rate	Minutes per document	£ Total Cost
4,000	15.00	20	20,000

The cost savings even in the more modest organisations are notable – and this is for just a single use case of documenting RTW.

By empowering the hiring managers to scan RTW documentation on their mobile devices on initial meeting or confirming other checks as they become due, these costs can be slashed.
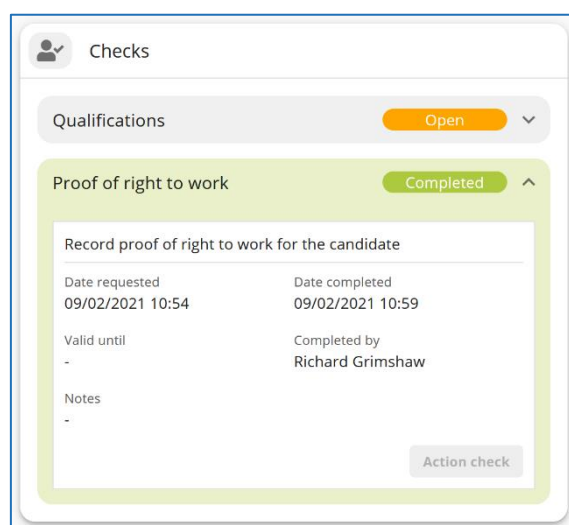
Case 2 – An example of a compliance-heavy business

Some organisations can attach a financial cost to delays in onboarding new hires and these delays in the process can be seen in the bottom line. For example, we spoke to an organisation who provides care services. This kind of organisation has to put every front-line worker through a set of compliance checks. With workers out in the field and therefore without easy access to copiers and other office facilities (as well as juggling recruiting activities with the demands of the "day job"), the process of collection of documentation for provision to the compliance team is fractured and slow. For some kinds of workers, every day lost in compliance has been identified as having a true cost to the organisation of £37 – the additional money spent on back-filling with agency workers.

Candidate	Check	Type	Result	Status	Job	Organisation	Refno	Days overdue	Target date	Completed
Manning, Laura	Training attend...	OTHER		OPEN	Head of Govern...		1354	90	17-Nov-2020	
Manning, Laura	Current buildin...	IDENTIFICATION		OPEN	Head of Govern...		1354	90	17-Nov-2020	
Manning, Laura	Disclosure Scot...	CRIMINAL_REC...		OPEN	Head of Govern...		1354	90	17-Nov-2020	

Not only is it critical to be able to monitor the efficiencies of the overall pre-employment checks and identify what can be accelerated but streamlining the RTW data collection phase in isolation can have a significant impact on the costs this organisation bears – as the compliance processes cannot commence until the relevant documentation has been provided there is a clear and easily calculated cost of these delays. An organisation with 100 agency workers back-filling for permanent staff equates to £3,700 **per day** in addiitonal costs. If the organisation is always hiring to fill the positions occupied by agency workers and they managed to reduce their time to hire by just 2 days (by eliminating the unwieldy collection and sharing of required documentation) they would see a true cost saving of £7,400.

If you have any questions or would like further information about the Hirechecks module and pricing, please get in touch with our Customer Success team.