Hireserve's Internal Pre-Employment Checks

When it comes to hiring, speed and accuracy matter. The quicker you can verify a candidate's background, the sooner you can make an informed hiring decision – without compromising compliance or quality. That's why Hireserve is making pre-employment checks faster, easier, and more cost-effective than ever.



We now offer **free automated reference checks** within Hireserve ATS, and for more advanced screening, our **seamless integration with Spotlite*** gives you access to a full suite of pre-employment services, from digital ID verification to DBS checks.

*will incur additional charges

Free, Automated Reference Checks – Built into Hireserve ATS

Why pay for references when you can automate them for free?

With Hireserve's built-in reference request tool, all you need to do is:

1. Move the candidate to the **Referee Collection** stage. A simple form requests for referee names/relationships etc. On completion and reciept...
2. Move the candidate to the **Reference Request** stage in your workflow.
3. Select the referees to use(e.g., previous employer, character reference).
4. Choose the reference type, and click finish.

From there, the system sends a templated email to the referee, with a secure link to an **online web form**. The form uses multiple-choice or predefined answers where possible, making it quick for referees to respond – often in just a couple of minutes.

This design avoids the “blank Word document” scenario many referees dread. It also means:



- Responses are more likely to be completed quickly.
- You can run reports on reference outcomes (something free-text can’t provide).
- All responses are stored securely in the candidate’s record for easy review.

For organisations making hundreds of hires a year, this **eliminates thousands in costs** while saving valuable admin time.

Deeper Checks with Spotlite Integration

*will incur additional charges

While references are a critical step, many roles require additional checks – especially where compliance, security, or legal requirements apply. That's where **Hireserve's integration with Spotlite** comes in.

Spotlite offers a wide range of digital pre-employment checks, including:

- Right to Work verification
- DBS checks
- Digital ID checks

Here's how it works inside Hireserve ATS:

- Move the candidate to your pre-employment check stage.
- Select the agreed-upon checks from a dropdown (configured so you only see the ones you use).
- Click finish – and the candidate's details are securely sent to Spotlite.

From there, Spotlite takes over. They usually text the candidate first (because everyone checks texts before emails), prompting them to download the Spotlite app.

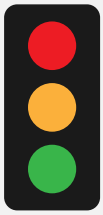
Using the app, candidates can:

- Take a secure selfie for identity matching.
- Scan their passport's NFC chip (avoiding the awkward glare and blur of photo pages).

Spotlite's turnaround time is typically 24 hours from candidate engagement to certification, and results feed directly back into Hireserve ATS.

Clear, Actionable Results

Spotlite's certificates use a RAG rating system:



- **Green** – All clear, proceed to offer.
- **Amber** – Review details and decide whether to carry the risk.
- **Red** – High-risk findings; consider additional checks or withdrawing the candidate.

All documentation is stored securely in Hireserve, so there's no emailing sensitive candidate information to third parties – an important safeguard for GDPR compliance and the candidate's right to be forgotten.

Why It Matters

- **Cost savings** – Automated references are free, saving thousands annually.
- **Faster hiring** – References can be completed in minutes; Spotlite checks are often done within 24 hours.
- **Improved compliance** – Secure data handling and GDPR-friendly workflows.
- **Better candidate experience** – Quick, mobile-friendly processes keep things moving smoothly.

Hireserve's free built-in checks and powerful Spotlite integration make pre-employment screening faster, cheaper, and more compliant – without adding complexity to your recruitment process.

If you're ready to streamline your hiring and get the right people onboard faster.