

LabourlyTM

+



Table of Contents

- 3** The Goals
- 4** User Experience: Workflow
- 6** Admin Experience: Overview
- 7** Admin Experience: Dashboard Design
- 12** Candidate Experience: Overview

The Goals

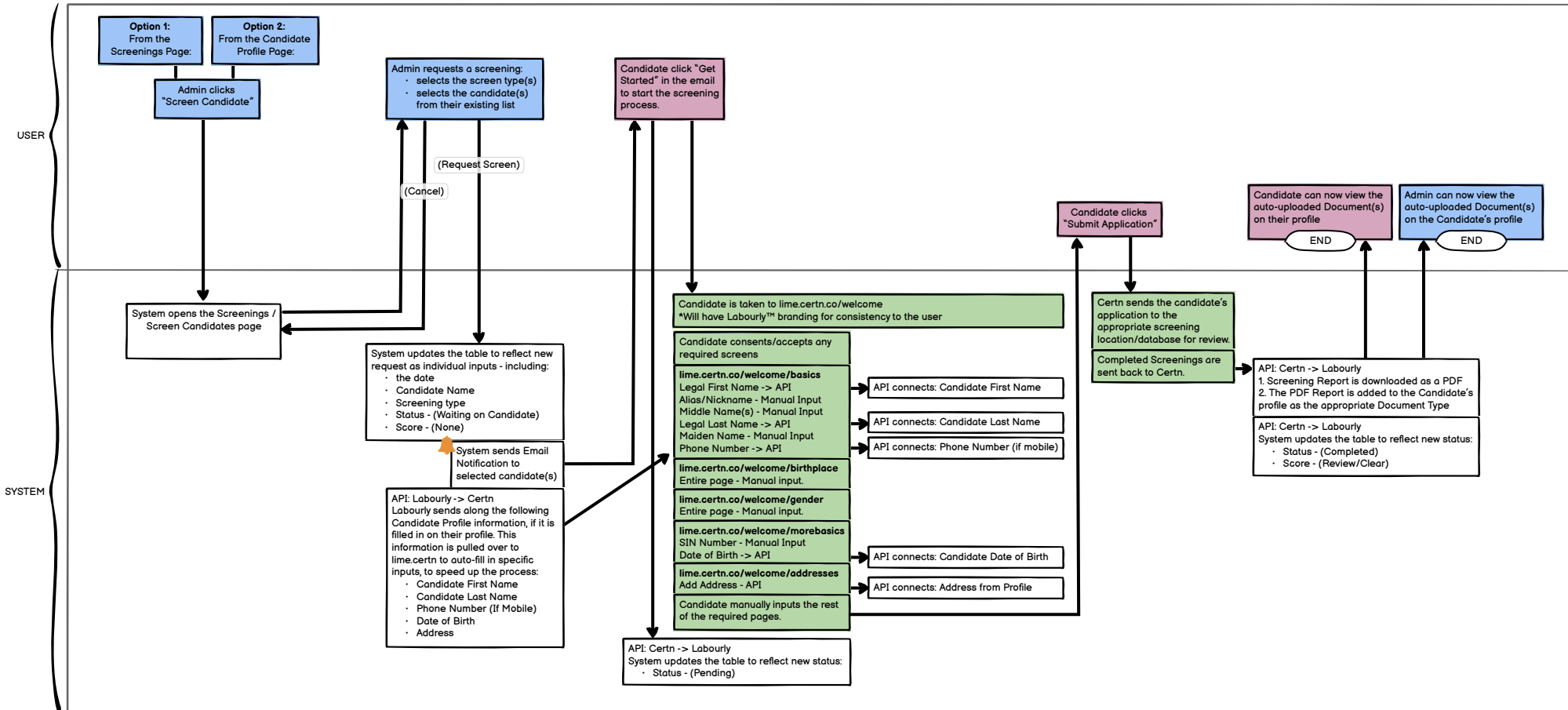


For Labourly Admins to request and manage different background checks from their Candidates, to ensure they are eligible and safe for different job opportunities.



To optimize the experience for both Admins and Candidates through a streamlined screening process, using Labourly's platform as the "homebase" of all Admin and Candidate actions.

User Experience: Workflow



Admin Experience



Admin Experience: Overview

Labourly Admin's can access the Screenings option on both the "Screenings" page, and access the same features directly on a Candidate's profile.

From the Screenings Page:

Purpose of this page: Admins can request and monitor all current screening requests. It will show a list of all submitted, pending, analyzing, partial, and cleared screenings for all Candidates. Can send new requests to any Candidate.

Flow:

1. Menu -> Candidates dropdown -> Screenings (New Page)
2. Screen loads with a table of Updated Dates, Candidate Name, requested screening, and current status.
3. "Screen Candidate" Button at the top - opens a page to select particular checks and request from specific Candidate(s)
4. Request is sent to Candidates via email. Candidate completes the request outside of the Labourly system.
5. Once the Screening(s) have been fulfilled by the Candidate, that File is automatically uploaded to the Candidate's Profile as the specific Document.

From the Candidate Profile Page:

Purpose of this page: Admins can request and monitor the screening request(s) specific to that one Candidate. They can view all submitted, pending, analyzing, partial, and cleared screenings, as well as send a new request for that Candidate right away.

Flow:

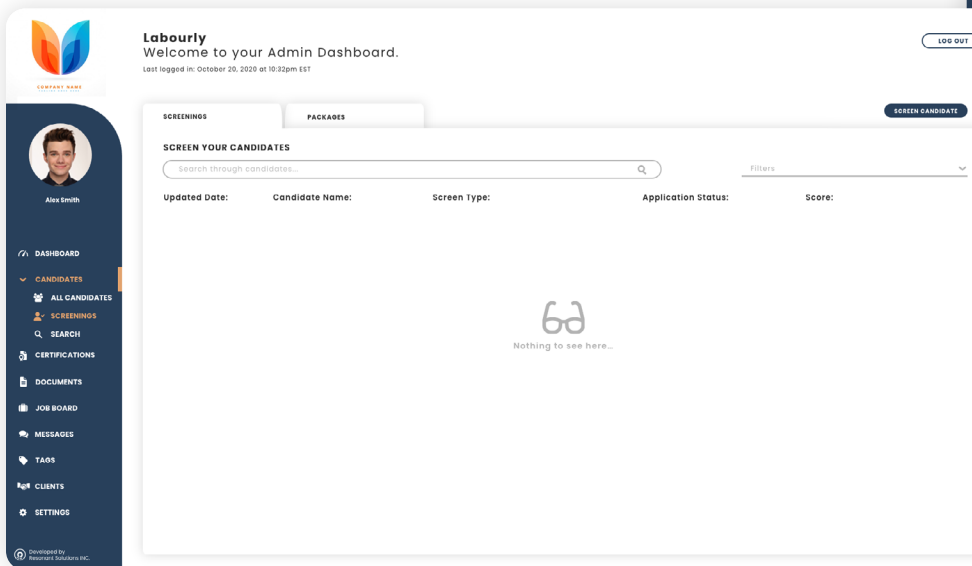
1. Menu -> Candidates dropdown -> All Candidates
2. Existing Candidate page loads, Admin clicks on a Candidate, clicks Full Profile.
3. Above the Documents section, show "Screenings" with an ... options on the right side, dropdown opens to 2 options: "Request Screening", "View on Screening Page"
 - a. If No request has been sent, show "No Screenings to Show".
 - b. If Requests have been made, show specific request with the status.
 1. If A request has been Cleared - appear in the Documents list as Completed.

Admin Experience: Dashboard Design

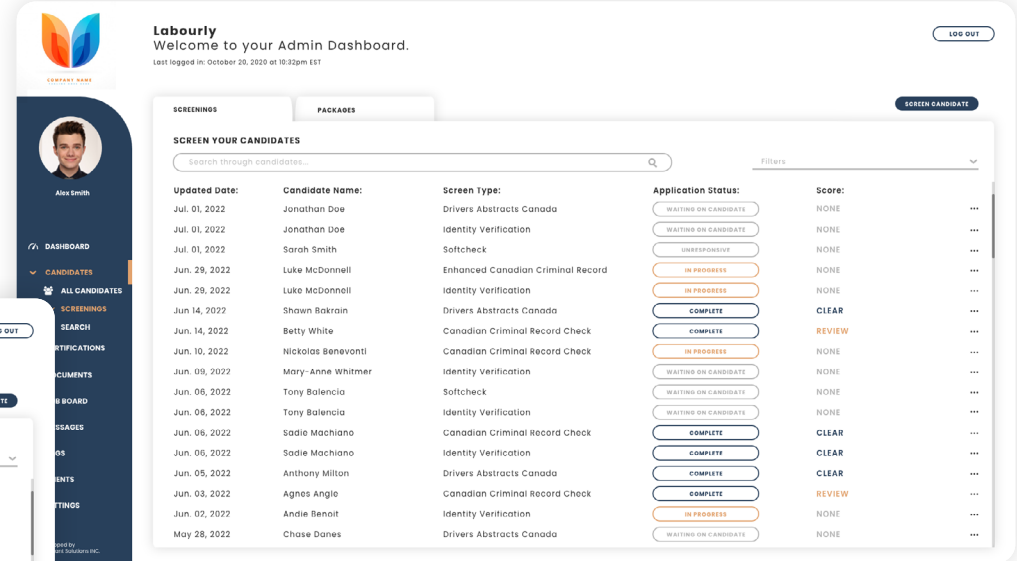
Labourly Admin's can select the specific screen(s) and request it from their current candidate list, right from the "Screen Candidate" page.

Request gets sent directly to the Candidate's email which is pulled from their profile information.

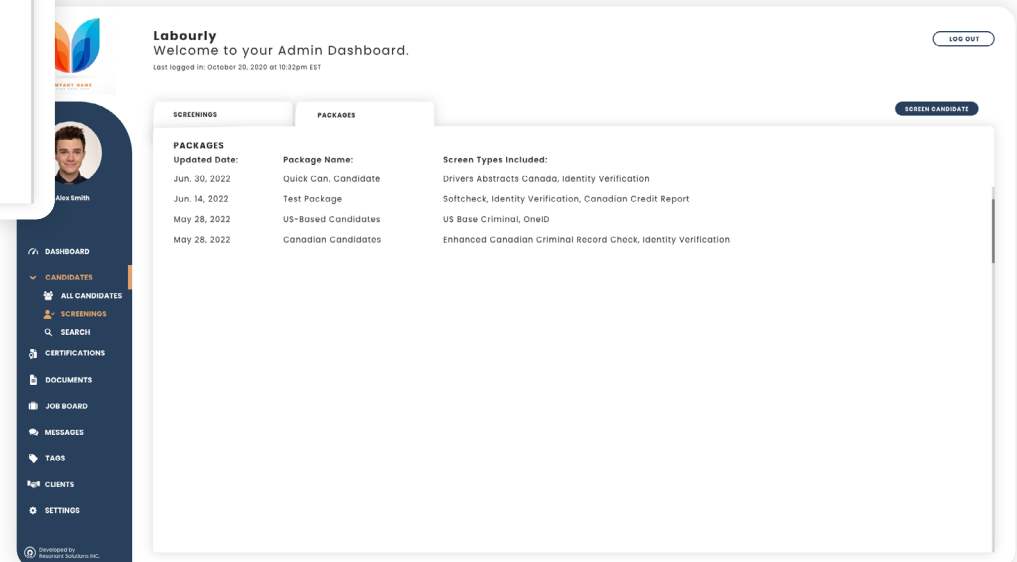
Empty State:



Screenings Tab:



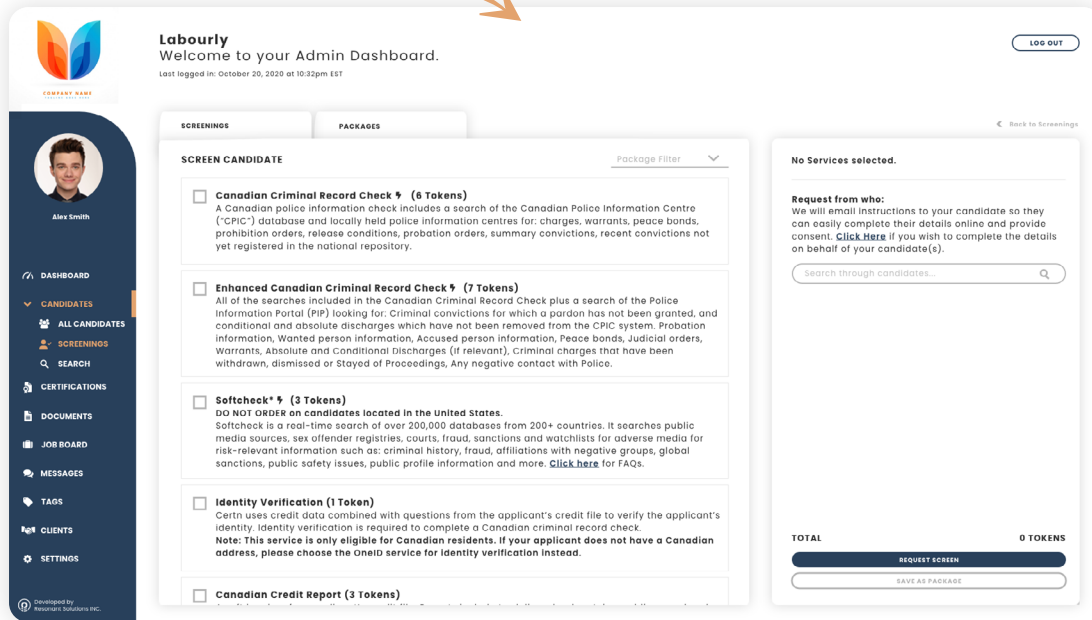
Packages Tab:



The biggest difference between the Certn Dashboard and the Labourly Screenings page will be breaking down each individual Screen into separate table lines (inputs). This will make it easier for our Labourly Admins to track individual checks as well as follow the flow once Completed and added to the Candidate's profile under Documents.

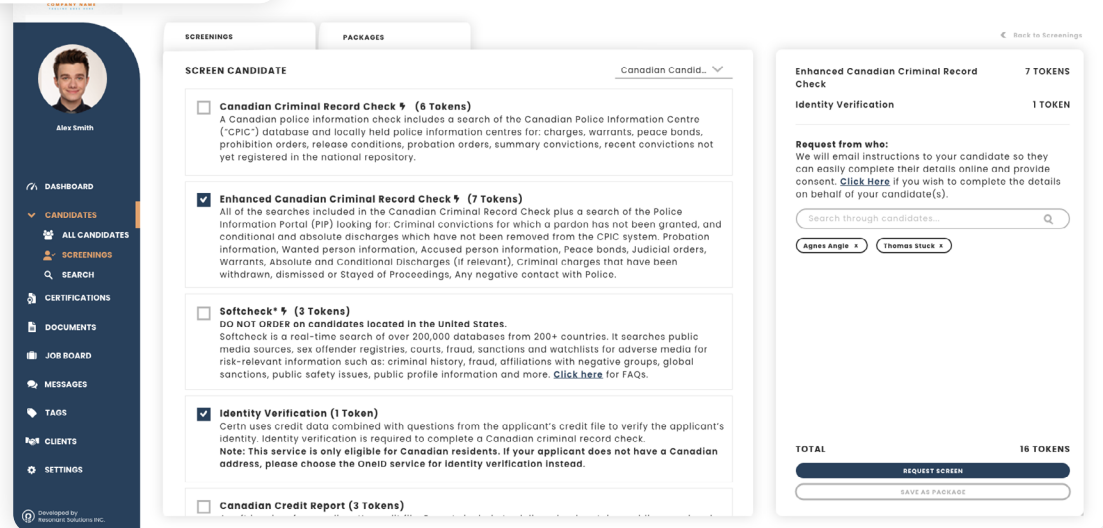
Admin Experience: Dashboard Design

SCREEN CANDIDATE



Labourly Admin's can select the specific screen(s) and request it from their current candidate list, right from the "Screen Candidate" page.

Request gets sent directly to the Candidate's email on their profile.



Admin Experience: Dashboard Design

Labourly Internal Checks for optimal user experience:

- Candidate Address – does it match the requirements of the specific check selected?
- Duplicate check requests – to avoid unnecessary and additional costs to the Admin.

Wait a minute...

The Screen "Softcheck™" has the following restriction:
"DO NOT ORDER on Candidates located in the Unites States".

The selected Candidate: "Andie Benoit" has a USA Primary Contact Address. Would you like to continue or select a different check?

CONTINUE

GO BACK

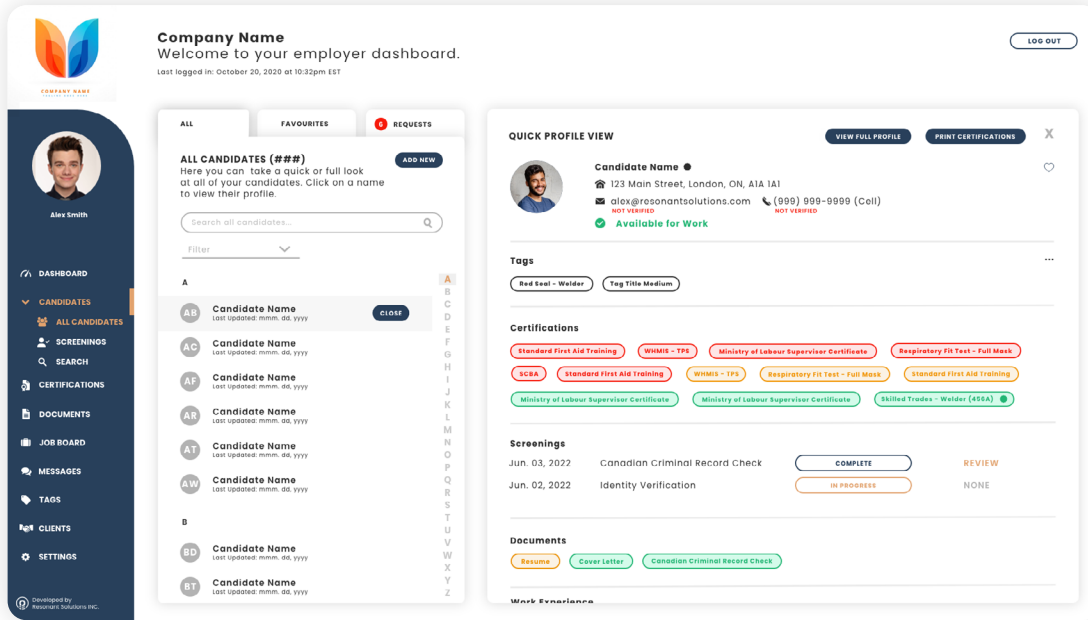
Hold on...

You have already requested the following check(s):
[Screen Type] from [Candidate Name]
[Screen Type] from [Candidate Name]

If you wish to send a reminder notification, you can do so in the "Screenings" page.

GO BACK

Admin Experience: Dashboard Design

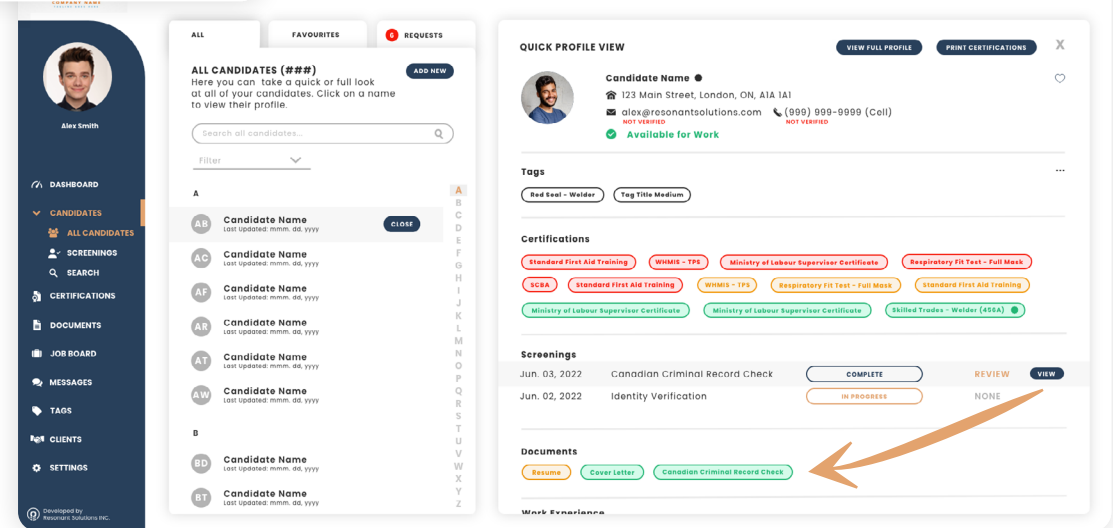


Once a screen has been completed, regardless of the score (Clear vs. Review), the Screen will be automatically added to the Documents section of the Candidate's profile.

Internal Labourly Task:

Create a Documents Category "Certn Screenings" and all Document Types to match the available Screens from Certn. This category will be automatically added to the Admin's Document list and will not be editable by Admins.

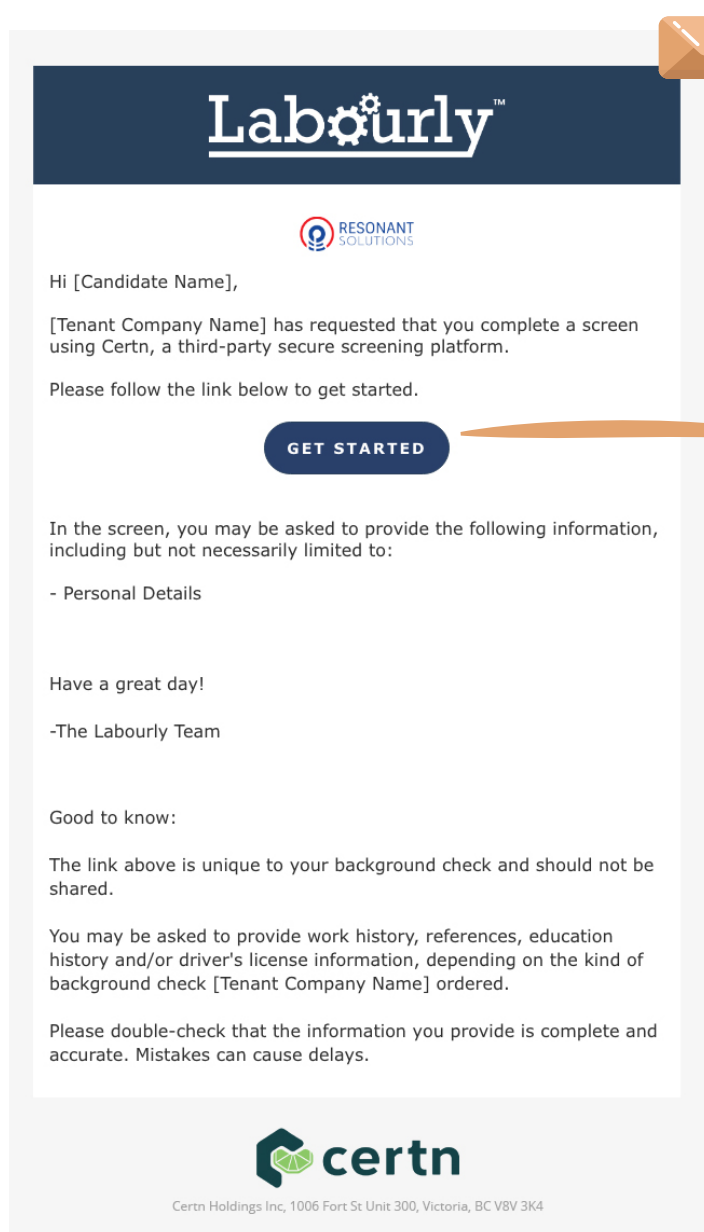
These Document types will be automatically uploaded to a Candidate's profile upon the completion of the screening. The uploaded Documents will not be editable (cannot be replaced/information cannot be changed) by Candidates or Admins.



Candidate Experience

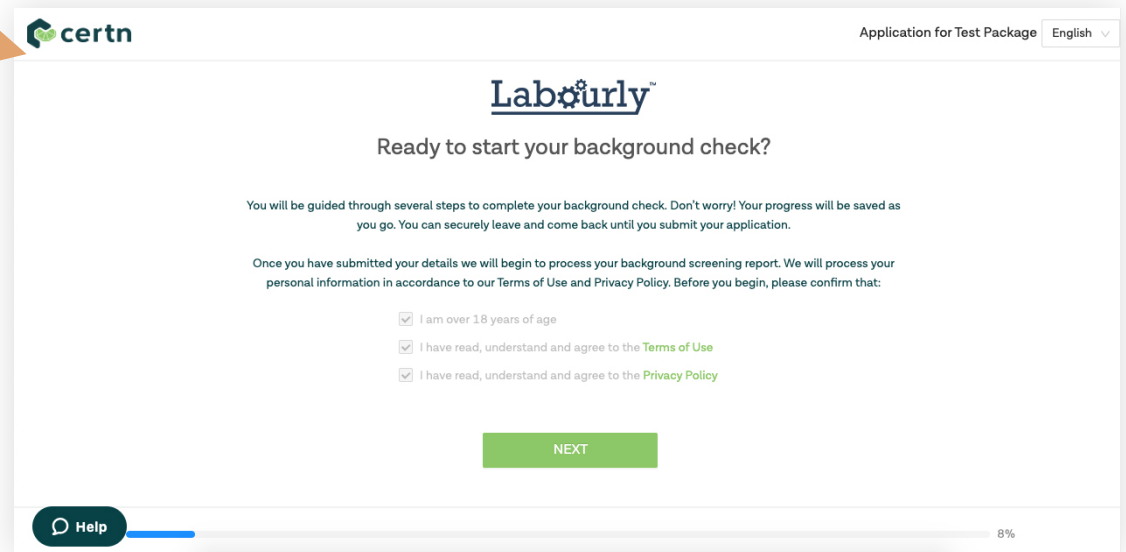


Candidate Experience: Overview



A candidate will receive an email notification to start their screening process.

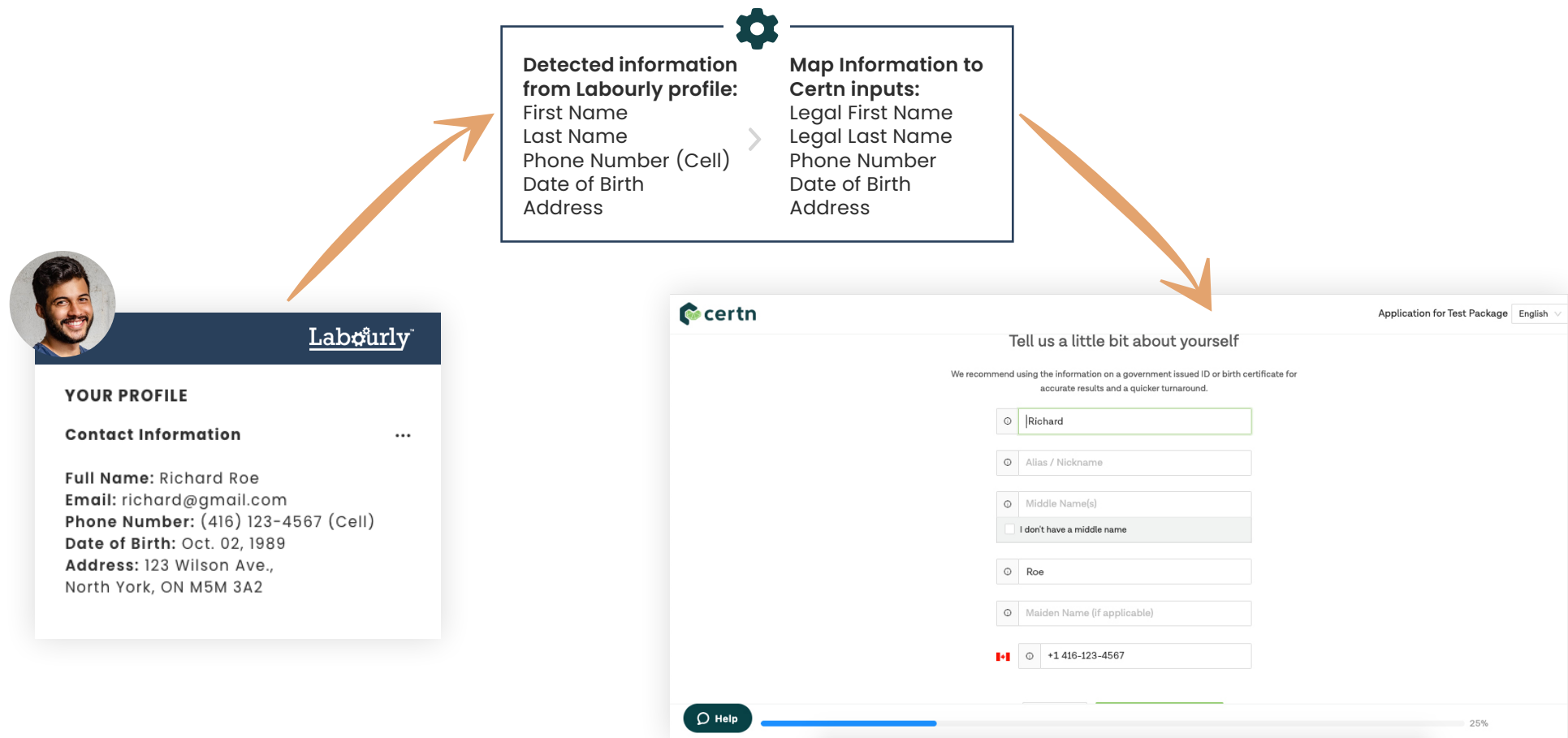
From the "Get Started" button, the Candidate is taken to the screening process on lime.certn.co/welcome. All assets coming from Certn will need some Labourly branding to build confidence and comfort with the process.



Candidate Experience: Overview


Using a custom API, Labourly will send the appropriate Candidate Profile information to help auto-fill in specific inputs of Certn screening process, to speed up the candidate experience by reducing duplicate information. The Candidate will view the pre-populate inputs on Certn and can edit/adjust any and all inputs as required for the need of the screening.

For example, if their Legal Name needs to be adjusted, they can edit the input with the pre-populated information. This does not affect their Candidate Profile Information on Labourly.




Candidate Experience: Overview

Once a screening is complete, the report is auto-added to the Candidate's profile as the screening type. This Document is not editable by the Candidate. It is viewable by the Candidate and their Admins.



Company Name
Welcome to your candidate dashboard.
Last logged in: October 20, 2020 at 10:32pm EST



Richard Roe

- PROFILE
- CERTIFICATIONS
- MESSAGES
- JOB BOARD
- DOCUMENTS
- SETTINGS

Developed by
resonant solutions inc.

YOUR DOCUMENTS

Here you can view, edit, and upload your documents. Click "Add New" to mass upload multiple documents. Or, you can edit each document individually.

ADD NEW

Search your documents...

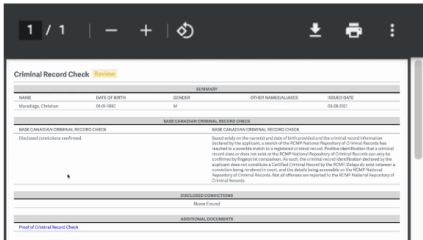
Missing	Agreement
Near Expiry	Yearly Contact
Complete	Canadian Criminal Record Check VIEW
Complete	Reference Letter
Complete	Resume

VIEW YOUR DOCUMENT

Complete

Canadian Criminal Record Check
Document Name: Richard-Roe-CanadianCriminalRecordCheck-03-02-2022.pdf
Uploaded On: March 02, 2022
Expires On: March 02, 2025

CLICK TO PREVIEW



1 This Document type has been auto-uploaded to your Profile from Certn, the screening platform. You cannot edit or delete this document.

New Document Added

May 02, 2022 at 3:45pm

Certn screening is complete. A new Document has been auto-added to your profile. [View Document](#)

Contact Us

✉ support@labour.ly

🖱 www.labourly.ca

