

## Candidate Direct

### Applicant Self-Service Portal Solution

When hiring employees, IntelliCorp's Candidate Direct solution provides you with an easy way to conduct background checks.

Applicants self-enter their information needed for the background check online from their preferred mobile device, laptop or desktop, thus creating a better overall candidate experience. Candidate Direct helps keep you compliant, saves time and provides you with more efficient HR onboarding.

#### Key Highlights:

- A disclosure and authorization jurisdictional solution that includes federal, state and local forms for your applicant to e-sign.
- An available Adverse Action solution that facilitates preliminary and adverse action letters (final decision) at the jurisdictional level (federal, state and local) where required.
- Document management storage in your account that houses signed applicant disclosure and authorization forms as well as adverse action letter correspondence with the candidate.

#### Portal Benefits:

- ✓ Customize the portal according to your brand, colors and text
- ✓ Choose your package of products based on the applicant's role or job
- ✓ Applicants can scan a copy of their driver's license and the system automatically fills in the information captured
- ✓ Allows for the user to save, exit and return at any point during the process
- ✓ Data entry steps are numbered so the applicant knows where they are at when entering their information

#### Candidate Direct Workflow

1. You order and send background screening e-mail links to your candidates.
2. Applicants receive a background check invitation via e-mail.
3. Candidates enter and submit their personal information for the background check.
4. You view the reports in the dashboard and/or results center.

#### Contact Us

IntelliCorp Sales  
800-539-3717  
[sales@intellincorp.net](mailto:sales@intellincorp.net)  
[www.intellincorp.net](http://www.intellincorp.net)

