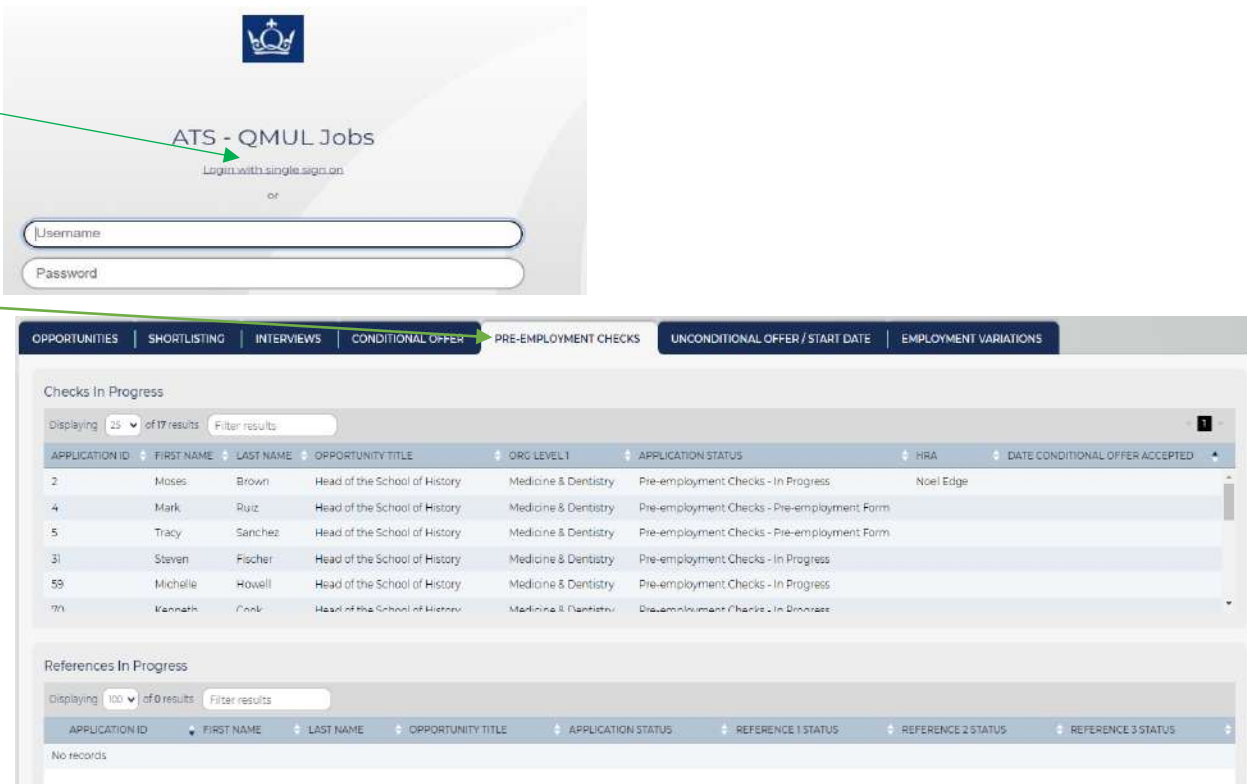


Oleeo User Guide – Managing Pre-employment Checks

This document will provide you (Hiring Manager) with step-by-step guidance on how to:

- Undertake pre-employment checks on Oleeo
- Track the statuses of the mandatory pre-employment checks for a candidate

Throughout this document, the terms opportunities and vacancies are used interchangeably. The term “HM” throughout Oleeo refers to the Hiring Manager.

Accessing Oleeo/Dashboard	
Step/Action	Example/Screenshot
<p>To access the Oleeo system, follow this link: https://qmul-jobs.tal.net/ and click “Log in with single sign on” to log in to the system.</p>	
<p>When you log into Oleeo, you will be presented with your Dashboard.</p>	
<p>Your dashboard includes a “Pre-employment” tab which provides you with key information relating to the pre-employment checks of successful candidates.</p>	
<p>Checks In Progress: this area lists all candidates that have accepted their conditional offers and their pre-employment checks are in progress.</p>	

Pre-employment Checks

Once a candidate has accepted their conditional offer, they are asked to complete 2 forms (right to work and pre-employment form/personal details form). These forms will initiate the mandatory pre-employment checks for the candidate.

The mandatory pre-employment checks consist of: Right to work, References, Disclosure Barring Service (if applicable), Qualifications (if applicable), Professional Registration (if applicable), Occupational Health Clearance and Criminal History Self Declarations. All mandatory checks must be completed in full before any work can commence.

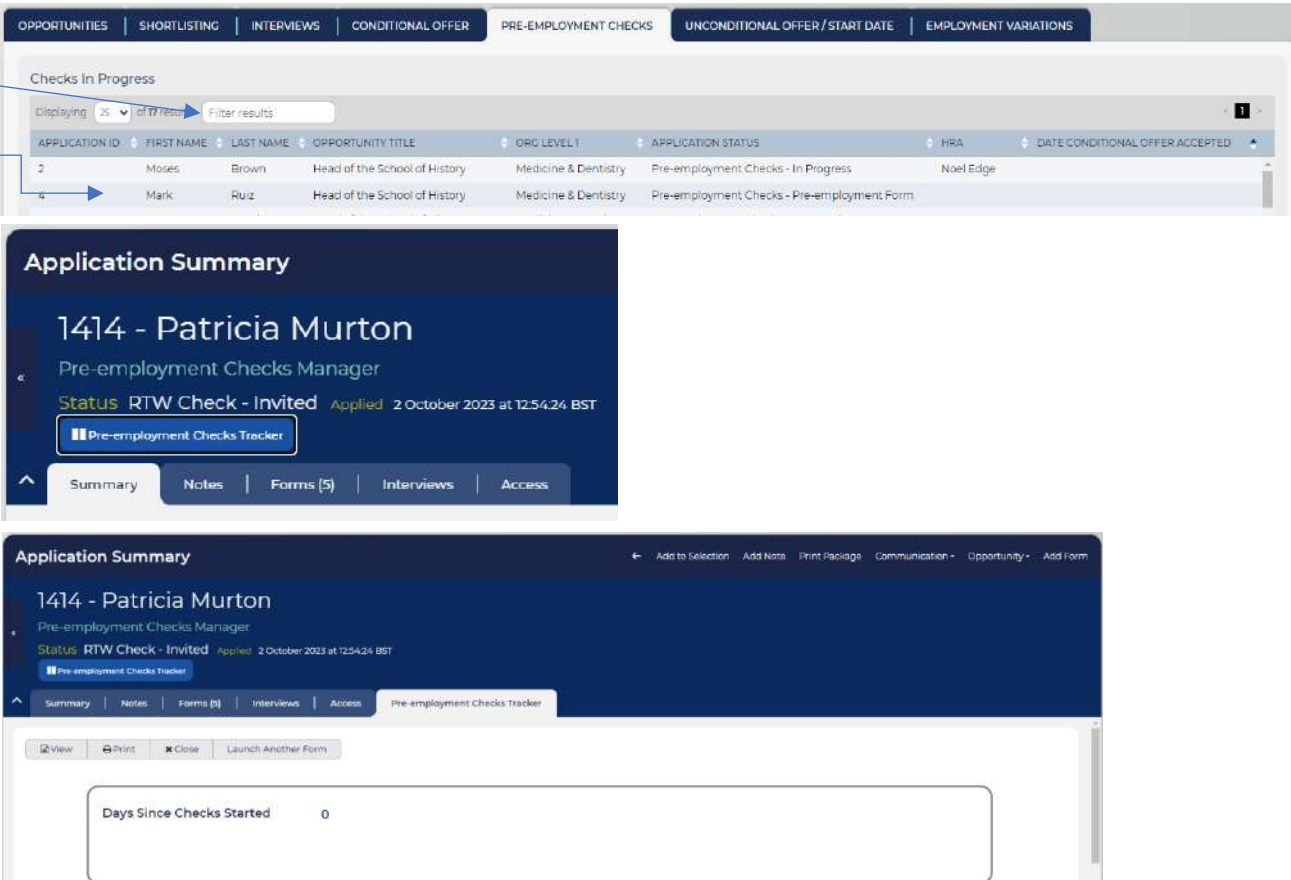
Step/Action

The first step is to find the candidate. You can do this by searching the candidates name in the filter field within the “Checks in Progress” box. Once you have found the candidate, double click the row to land onto the candidate’s page.

Select “Pre-employment Checks Tracker” button in blue to view the progress of each pre-employment check. The tracker allows you to edit the status of some pre-employment checks and guidance on when to do this is outlined further below.

Days Since Checks Started: this indicates the number of days since the candidate accepted the offer.

Example/Screenshot



The screenshot displays the 'Pre-employment Checks' section of a recruitment system. At the top, there are navigation tabs: OPPORTUNITIES, SHORTLISTING, INTERVIEWS, CONDITIONAL OFFER, PRE-EMPLOYMENT CHECKS (selected), UNCONDITIONAL OFFER/START DATE, and EMPLOYMENT VARIATIONS. Below the tabs is a 'Checks In Progress' section with a search filter and a table of candidates. The table has columns for APPLICATION ID, FIRST NAME, LAST NAME, OPPORTUNITY TITLE, ORG LEVEL, APPLICATION STATUS, HRA, and DATE CONDITIONAL OFFER ACCEPTED. Two rows are visible: one for Moses Brown and one for Mark Ruiz. A blue arrow points from the text 'double click the row' to the first row. Below the table is an 'Application Summary' for Patricia Murton (Application ID 1414). The summary shows the candidate's name, role (Pre-employment Checks Manager), and status (RTW Check - Invited, Applied 2 October 2023 at 12:54:24 BST). A blue button labeled 'Pre-employment Checks Tracker' is highlighted. Below the summary are tabs for Summary, Notes, Forms (5), Interviews, and Access. A second screenshot shows the 'Pre-employment Checks Tracker' view for the same candidate, featuring a 'Days Since Checks Started' field with the value 0.

Right to Work: The Recruitment Team are responsible for updating this status within the pre-employment tracker. There are 2 parts to the right to work check. The first part of the check is mainly conducted by our digital right to work check provider (Trust ID). The second part requires you (Hiring Manager) to complete a verification check. Once Trust ID generates a right to work report for your candidate, you can view this here. You must undertake a follow up/verification ID check to ensure the individual within the Trust ID report matches the individual being recruited. Once you have scheduled and completed this check, you must complete the details in this section relating to the follow up verification check and ensure you submit the form to save these details.

References: Candidates submit their referee details through their application portal. Oleo automatically sends the reference request form to referees. The status against the references automatically update up until the referee has completed the form.

Once the reference form is completed and returned, you will receive an email notification to review the reference.

To review the completed references, you must click into the **"Forms"** tab and click the appropriate reference form. This will open the reference for you to review.

Right to Work

Status *

Upon reviewing the TrustID report below, please now verify the genuineness of the individual.
(Conduct or schedule a meeting with the candidate ensuring the person you see matches the individual on the TrustID report, please document the method and the date of the interaction below)

TrustID Report

Verify Method *

Verify Status *

Verify Check Date *

Verify Notes

References

Reference 1 Status *

Reference 2 Status *

Summary | Notes | **Forms (8)** | Interviews | Access | Pre-employment Checks Tracker

FORM	DATE CREATED	USER	DATE EDITED	LAST EDITED BY
Conditional Offer Form	2 Oct 2023, 13:52:41	Romana Ashraf	2 Oct 2023, 13:57:07	Romana Ashraf
Reference 2 Response	2 Oct 2023, 15:28:04	External Referee		
Pre-employment Checks - References	2 Oct 2023, 15:22:20	Patricia Murton		
Pre-employment Form - SR	2 Oct 2023, 15:19:24	Patricia Murton		
Conditional Offer Decision Form - Candidate	2 Oct 2023, 14:04:35	Patricia Murton		

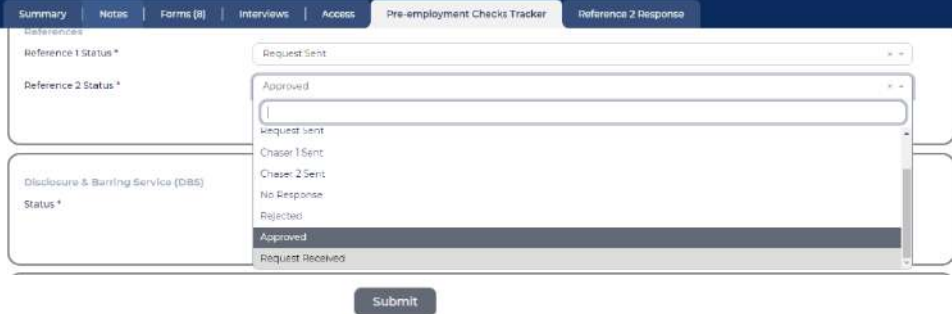
Once you have reviewed this, you will need to record your decision on the pre-employment tracker. Go back to the “[pre-employment checks tracker](#)” and change the status to either “[Approved](#)” if you are happy to proceed with the reference or “[Rejected](#)” if the reference is unsatisfactory. Once selected, you must go to the end of the form and click “[submit](#)” to ensure the tracker is updated successfully.

Disclose & Barring Service (DBS): If the position requires a DBS check, the check will be facilitated by the Recruitment Team and the status against this check will be regularly updated by the Recruitment Team.

Qualifications:

To view the qualifications uploaded by the candidate, you must go to the “[Forms](#)” tab and select “[Pre-Employment Form](#)”. This will launch the pre-employment form that the candidate completed and will allow you to view the qualifications they uploaded.

Scroll down the pre-employment form and find the qualifications section. Click the document/s to view the qualifications the candidate has uploaded. Like the references, you must record the outcome of the qualifications check. You will need to go back to the “[pre-employment tracker](#)” and update the status and click “[submit](#)” at the bottom of the tracker form.



Summary | Notes | Forms (8) | Interviews | Access | Pre-employment Checks Tracker | Reference 2 Response

Reference 1 Status * Request Sent

Reference 2 Status * Approved

Request Sent

Chaser 1 Sent

Chaser 2 Sent

No Response

Rejected

Approved


Request Received

Submit



Disclosure & Barring Service (DBS)

Status * Not Yet Started



Summary | Notes | Forms (8) | Interviews | Access | Pre-employment Checks Tracker

+ Add Form Filter

FORM	DATE CREATED	USER
Conditional Offer Form	2 Oct 2023, 13:52:41	Roman
Reference 2 Response	2 Oct 2023, 15:28:04	Extern
Pre-employment Checks - References	2 Oct 2023, 15:22:20	Patrici
Pre-employment Form - SR	2 Oct 2023, 15:18:24	Patrici

Qualifications

As part of this role, you are required to upload the essential qualifications outlined in the job pack. Please upload copies of your qualifications or evidence of completion.

Qualification 1	TEACHING QUALIFICATION 1.odt - 4KB
Qualification 2	TEACHING QUALIFICATION 2.odt - 4KB
Qualification 3	TEACHING QUALIFICATION 3.odt - 4KB



Qualifications

Status * Approved

Not Yet Started

Not Applicable

In Progress

Qualification queried with candidate

Professional Registration

Status * Approved

Rejected

Evidence

Choose File No file chosen

Professional Registration:

Follow the same steps as the qualification checks (outlined above) to view the professional registration number/details (in the pre-employment form).

Once you have the professional registration details, you must check and verify the candidates registration status as you normally would to ensure they meet the essential requirements for the role. Next, you will need to update the outcome of the check via the pre-employment tracker. As well as updating the status of the professional registration check, you must ensure you upload evidence of the completed check (i.e. GMC/NMC website screenshot of registration status).

Occupational Health:

The Recruitment Team will regularly update this status and use the Occupational Health system to ensure the appropriate reports/adjustments details are provided to the Hiring Manager.

Criminal Conviction:

This status is managed by the Recruitment Team and is in relation to candidates who have declared they have a criminal conviction or caution. Relevant information will be shared with the Hiring Manager and HR colleagues if appropriate.

Professional Registration

Status *

Evidence No file chosen

Occupational Health

HR must refer to the information on Bubblegate (OH Works System) when updating this status.

Status *

Criminal Convictions

Status *

Once all checks are satisfactorily complete, the Recruitment Team will do a final quality check and proceed the candidate to the unconditional offer stage. At this stage, you will be notified to agree a start date and book the start date on Oleo to facilitate issuing of the Contract of Employment.