

Employee & Candidate Screening with Jackrabbit and Yardstik

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Jackrabbit is partnering with Yardstik to bring you affordable and streamlined background screening.

- ★ Set a new standard for trust and safety in your community.
 - ★ Monitor the status of the screening process from within Jackrabbit and be alerted to changes.
 - ★ Enjoy competitive, pay-as-you-go pricing as a Jackrabbit client.
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Get Started with Yardstik



Complete the form at go.yardstik.com/jackrabbit to connect with a Yardstik representative.

How it Works

Once you've selected the screening option that works best for you (Standard/Premium/Premium +) and are set up in Yardstik, the Jackrabbit Team will enable the feature in your system, and you'll be off!



It's very important that you follow the workflow outlined below to start the Yardstik process for employee background checks from within Jackrabbit and not using the Yardstik dashboard!

In Jackrabbit, you'll access the Yardstik workflow from the **Active Staff** page under the **Staff** menu. From here, you'll be able to invite existing staff members or new candidates to the screening process, monitor the progress of the request, and access the report upon the completion of the screening.

Active Staff

← RETURN

ACTIVE STAFF >



Showing 4 of 4 Active Staff [HELP WITH GRIDS](#)




Drag a column header and drop it here to group by that column

	NAME	STATUS	POSITION	CLASSES	SCHEDULE	CALENDAR	CELL PHONE	EMAIL	YARDSTIK
	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="text"/>	
	<input type="checkbox"/> Dianne Harris	Active	Instructor	5	Weekly Schedule	Calendar	(999) 236-9898	dilinth@gmail.com	Report 05/17/2022
	<input type="checkbox"/> Clear Immunizations fields		Instructor	0	Weekly Schedule	Calendar	(999) 432-2000	lintonjohnjr@gmail.com	Report 03/22/2022
	<input type="checkbox"/> Invite Yardstik Standard		Instructor	0	Weekly Schedule	Calendar		hollyager41@gmail.com	Consented
	<input type="checkbox"/> Invite Yardstik Premium		Instructor	7	Weekly Schedule	Calendar	(999) 445-2232	wallacelivy@gmail.com	Report 05/17/2022
	<input type="checkbox"/> Invite Yardstik Premium CPR		Instructor	7	Weekly Schedule	Calendar	(999) 445-2232	wallacelivy@gmail.com	Report 05/17/2022
	<input type="checkbox"/> Trey Walters	Active		0	Weekly Schedule	Calendar		twalters@email.com	Not Screened

The Workflow

- In the *Active Staff* grid, click on the row menu for a staff member/candidate to invite them to the screening process. The Yardstik column will update from **Not Screened** to **Invited**.
- The staff member/candidate will receive an email asking them to verify their information and consent to the screening.
- When they submit their information, the Yardstik column will update from **Invited** to **Consented**. A **Dashboard Alert** on your Executive Dashboard brings this change to your attention and will take you to the Active Staff page. Yardstik will proceed with the screening once they've received the consent.
- When the screening is complete, the Yardstik column will update from **Consented** to display a **Report xx/xx/xxxx** link. A Dashboard Alert displays to let you know there has been an update in the screening process.
- Click the **Report xx/xx/xxxx** link to open the report.

Dianne Harris


Created on 03/18/2022
Phone #####9898
Date of Birth #####-07
Zip Code 28078

Email Address diliinth@gmail.com
Primary Address 3240 Holly Lane
Huntersville, NC 28078
Social Security # ###-##-3333
Drivers License -






Report

Status **CLEAR**
Adjudication -
Candidate Package Standard
Created On 03/18/2022 10:02 AM
Completed On 03/18/2022 11:27 AM
Elapsed Time about 1 hour
Permissible Purpose Employment
Created By education@jackrabbittech.com

County Criminal
CLEAR

National Criminal | Sex Offender | Global Watch
CLEAR

Documents

Mar 18, 2022 Summary of Rights 
Mar 18, 2022 Terms of Use 
Mar 18, 2022 Privacy Policy 
Mar 18, 2022 Background Check Disclosure 
Mar 18, 2022 Acknowledgment and Authorization for Background Check 

The actions taken at this point depend on the status of the screening report:

Report Status	Explanation	Action	Updated Report Status
CLEAR	The staff member/candidate has been cleared based on the requirements you've established with Yardstik. An email with a link to the report is sent to both you and the staff member/candidate.	No further action is required.	CLEAR
CONSIDER	The report contains one or more violations that may disqualify a	Proceed Candidate If you've reviewed the reports and determined that the violations are not a concern, you can proceed with the staff member/candidate. An email notification is sent to both you and the staff member/candidate.	PROCEED

	candidate or justify the dismissal of an existing staff member.	Pre-Adverse Action Initiate a Pre-Adverse Action. Select one or more violations about which the staff member/candidate must submit additional information and click the <i>Send Notice</i> button. The staff member/candidate receives an email requesting additional information and you receive an email notification.	PRE-ADVERSE
DISPUTE	The staff member/candidate is disputing information included in their report. Yardstik will work to resolve the dispute directly with the staff member/candidate.	If the staff member/candidate is successful in their dispute, Yardstik will generate a new report with the updated information. The link in the <i>Yardstik</i> column (<i>Active Staff</i> page) will be updated to the new report. An email notification is sent to both you and the staff member/candidate with a link to the new report.	The new report could be either CLEAR (if there were no other violations) or CONSIDER (if there were other violations still included in the report).
		If the staff member/candidate is unsuccessful, Yardstik updates the status of the report. This can be viewed from the existing <i>Report (date)</i> link in the <i>Yardstik</i> column. An email notification is sent to both you and the staff member/candidate.	CONSIDER
		If the staff member/candidate disputes the information in the report with Yardstik, the report status is updated.	DISPUTE

PRE-ADVERSE	You have initiated a Pre-Adverse Action .	Cancel Pre-Adverse Action & Proceed Candidate If there is no dispute, you have seven days to cancel the action and proceed with the staff member/candidate.	PROCEED
		If there is no dispute and you do not cancel the Pre-Adverse Action within 7 days, the report status will automatically update.	FINAL-ADVERSE
PROCEED	You have opted to go forward with the staff member/candidate.	No further action is required. An email notification is sent to both you and the staff member/candidate.	PROCEED
FINAL ADVERSE	You have opted to not go forward with the staff member/candidate.	No further action is required. An email notification is sent to both you and the staff member/candidate.	FINAL ADVERSE

Important to Note:

- A staff member/candidate can be rescreened after 30 days. The **Rescreen Yardstik Standard/Premium/Premium +** option will be available in the row menu of a staff member/candidate 30 days after their last screening.
- When Yardstik was activated in your system, a new Staff Type drop-down was added, "Candidate." When you add a staff member, you are taken to the *Summary* tab of the *Staff* record, where you can use the **Type** setting to identify this person as a candidate for employment.

The screenshot shows the 'Staff' record for 'Lisa Olson'. At the top, there are buttons for 'RETURN', 'SAVE CHANGES', and 'DELETE'. Below these are tabs for 'Instructor Schedule (PDF)', 'Add Time Entry', 'Instructor Calendar', and 'Weekly S'. The 'Summary' tab is selected. The form fields include 'First Name' (Lisa), 'Middle Initial', 'Status' (Active), 'Staff ID' (72097), and 'Instructor' (Yes). The 'Type' dropdown menu is open, showing options: 'Candidate' (highlighted), 'Full-Time', 'Part-Time', 'Substitute', 'Independent Contractor', and 'Volunteer'.

- After you have invited a staff member/candidate to the screening process, you can cancel the invitation (from the row menu in the *Active Staff* grid) if they have not yet consented to the

screening. Once the Yardstik column is updated to Consented, the **Yardstik Cancel** option is removed from the row menu.

- If the staff member/candidate is less than 18 years old, the parent/guardian they listed when they sent their information in will receive an email with a request to complete and submit a Parental Consent Disclosure and Authorization Form. Once Yardstik receives the authorization, the screening will continue.
- Access to the Yardstik options on the Active Staff page is dependent on the [User Permission View Yardstik Reports](#). If the User does not have this permission, they will not see the Yardstik column or the row menu options.
- Customize Yardstik invitations for employees and candidates with your company logo, so they feel comfortable knowing they're doing business with you.



If you are working in the Yardstik application and encounter difficulty, reach out to Yardstik Support directly at support@yardstik.com.

[Click Here to review Background Screening Frequently Asked Questions](#)
