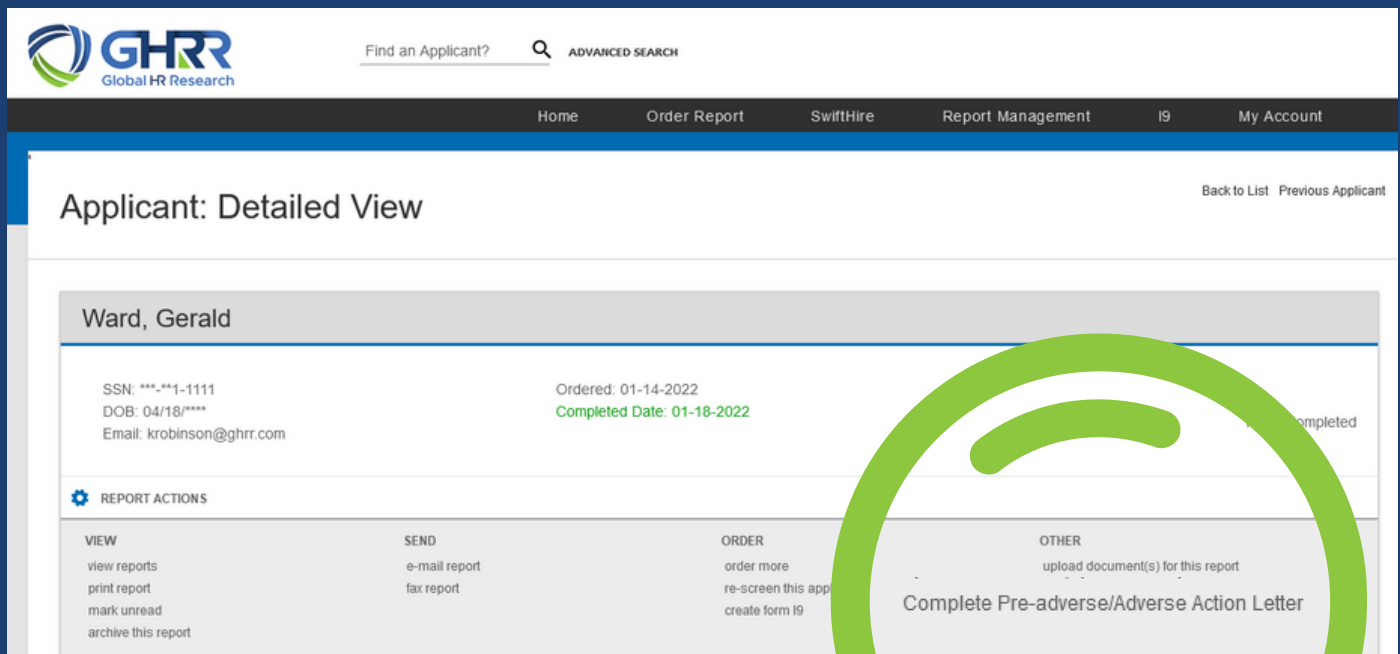


STEP ONE: INITIATE REQUEST



GHRR
Global HR Research

Find an Applicant? **ADVANCED SEARCH**

Home Order Report SwiftHire Report Management I9 My Account

Applicant: Detailed View Back to List Previous Applicant

Ward, Gerald

SSN: ***-**-1111
DOB: 04/18/****
Email: krobinson@ghrr.com

Ordered: 01-14-2022
Completed Date: 01-18-2022

REPORT ACTIONS

VIEW	SEND	ORDER	OTHER
view reports print report mark unread archive this report	e-mail report fax report	order more re-screen this app create form I9	upload document(s) for this report Complete Pre-adverse/Adverse Action Letter

STEP TWO: SELECT LETTER TEMPLATE

Order Pre-adverse or Adverse Action Letter

SELECT A LETTER

Pre-Adverse Action Notice

When taking an adverse employment action based upon criminal conviction history, some states and cities require an employer to provide certain additional notices and forms to the applicant, to engage in an interactive process with the applicant, and to provide written individualized assessments. These obligations can arise at various points during the adverse action process. Additionally, certain jurisdictions require an employer to identify the specific conviction which is potentially disqualifying. For your convenience, the letters listed above can be edited by you to identify specific disqualifying convictions and to make such other edits as may be required by any particular jurisdiction which may govern your decision to decline to hire an individual. Please consult with your legal counsel regarding compliance with those city and state laws that may regulate your hiring activities.

☒ I confirm that I will complete and send any additional document(s) or form(s) required by my jurisdiction to the applicant to be in compliance.

Confirm

Cancel

STEP THREE: REVIEW & EDIT

You can make changes within the template specific to the applicant or send the letter as-is.

Changes made here won't change the templates for future use.

The screenshot shows a web form titled "Order Pre-adverse or Adverse Action Letter" with a close button (X) in the top right corner. Below the title, there is a paragraph of instructions: "We've pre-populated the letter content for your convenience. You can edit the content of this letter to include an individual assessment or add in custom content. Please understand that it is your responsibility to make sure your custom content is compliant to your jurisdiction's employment laws." Below this is a section labeled "Letter Content" with a text area containing a pre-filled letter. The letter is addressed to "Dear Robert Bryan:" and discusses adverse action based on a consumer report. It mentions that the consumer reporting agency did not make the decision to take adverse action and provides information on how to obtain a free copy of the report. At the bottom of the text area, there is a note: "Please understand this content will be not saved; we will include a copy of this in the final report." Below the text area are two buttons: "Go Back" and "Next".

STEP FOUR: CONFIRM DELIVERY METHOD

The screenshot shows a web form titled "Letter Confirmation" with a close button (X) in the top right corner. Below the title, there is a question: "Are you sure you want to send a letter?". Below the question, it says "Current Email:" followed by the email address "krobinson@es2.com". There is a link "Need to Change Email?". Below this, it says "To send letter to more than one email address, place a semicolon (;) between the email addresses." and a text input field containing "krobinson@ghrr.com". At the bottom, there are three buttons: "Yes, Send", "Order without emailing", and "Do not send".

From here you can choose to send the notice to the applicant's email address on file, send to the applicant using another email address, or order without emailing. The last option will allow you to open and print the notice from the "View Documents" section on the Applicant Detailed View screen.

STEP FIVE: CONFIRM EMAIL WAS DELIVERED IN ACTIVITY HISTORY

VIEW ACTIVITY HISTORY	
01/18/2022 at 07:41 AM	Report status set to complete by ESS - Claire Capra
01/18/2022 at 07:41 AM	Report status set to complete by ESS - Claire Capra
02/16/2022 at 04:16 PM	Adverse letter email reminder queued by Katie Robinson
02/16/2022 at 04:16 PM	[FCRA Preliminary Notice of Adverse Action - Gerald Ward] notice to login has been successfully delivered to krobins@ghrr.com
02/16/2022 at 04:17 PM	Applicant Login Token email sent to krobins@ghrr.com by Automated System

STEP SIX: VIEW COPY OF NOTICE

VIEW DOCUMENTS			
DOCUMENT	DESCRIPTION	DATE ADDED	ADDED BY
Pre-Adverse Action Notice - Gerald Ward - 7826103	Pre-Adverse Action Letter	02/16/2022	KRlegal

This is where you can print and mail the notice to the applicant if you did not choose the email delivery method. You may also choose to download a copy of this notice with the report for your internal records.