

## CONVEY Branch Accounts

As we move forward, modifying our systems and integrating deeper with the CONVEY platform we will allow those involved in the recruitment process to conduct applicant screening using CONVEY.

Because we don't always work from the same location we will be creating branch accounts to make this possible and your branch details are as follows:



Address:

<https://convey.ac/gb/branch/login>

Branch ID:

Password:

With access to a branch account you can perform a search of the CONVEY Databank to reveal an applicant's past employment records which have been added by their previous employers, these records can include performance reviews/ sick allowance usage/ absence reports and many more.

You can perform a quick test search right now using the sample data pre populated, just click the green 'search' button and the results will be shown below.

## APPLICANT SCREENING...

When you conduct an actual search to help screen an applicant they will need to provide their government assigned ID (National Insurance Number) and their date of birth to you. These screening tasks should be focused and only performed on your short listed candidates.

The credits needed to perform these searches will be added in the main parent account and each branch account will share the search credit pool.

## A Quantum Leap Forward...

## Branch Level - Direct Connect...

Through your branch account it is also possible for you to create records for each of our employees, to do this you will first need to click on the 'direct connect' link and add each employee to the employees list.

To add a new record you just need to select the employee and the template type from the two drop down menus available, the record questions for your chosen template will populate the work area below and all you have to do is fill in the questions. You can also save the last record you are working on as a draft in case you need to take a break away and come back to it later.



### Record Templates...

The templates which are available for you to use within the branch account are all controlled from the main parent account which means you cannot amend those, only the person with access to the parent account can add/remove questions or create new templates.

If you want to print out the templates to hand out to our employees prior to your meeting you can, that way they will know what is going to be asked in advance and they don't feel as though they are being put on the spot. For periodic reviews our employees can pre fill the questions on the template print outs so you can discuss the answers during the review prior to adding the record to the CONVEY Databank.

## Secure Storage...

All the records you create are visible in the 'Record History' tab for you to come back to and review, once saved your records are securely stored in the CONVEY Databank where other 'potential' employers can view them in the future (with our employees permission).

When creating records we never make reference to an employee's specific medical condition or uncontrollable aspects of their physical appearance, we never list contact numbers, addresses or make reference to an employee's sexuality or religious beliefs.

## A Quantum Leap Forward...