



Clairiti User Guide – Adverse Action

Adverse Action

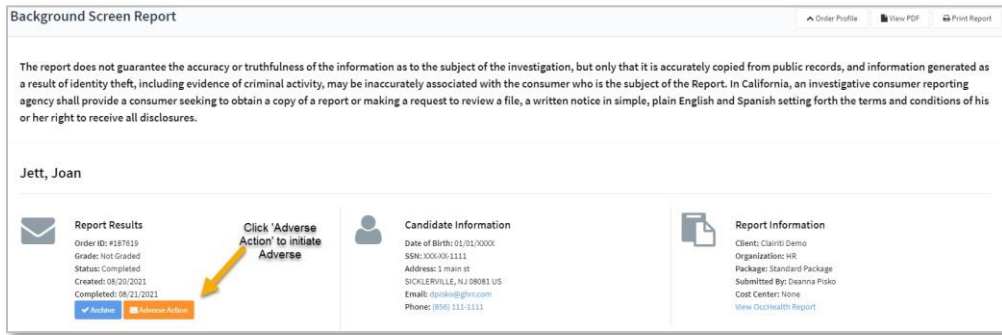
What if I have decided not to hire a candidate?

Under FCRA regulations, if an adverse hiring decision is made based on part or in whole due to information provided to you by GHRR you must provide candidate with the opportunity to respond by initiating an Adverse Action Letter.

Adverse Action functionality will only appear to users with proper permissions in Clairiti.

Where to initiate Adverse

To initiate an Adverse Action; User must have proper access rights. Adverse Action will only appear when the order is fully complete and by clicking into the final background report.



Adverse Flows

Clients are responsible for initiating both pre-adverse and final adverse action letters via Clairiti's Compliance Dashboard.

Adverse Flow

Once adverse is selected candidate address and email will appear for confirmation/editing if needed. Click 'Initiate' when ready.

The screenshot shows the 'Initiate Adverse Action' form. The form displays candidate information for Feliz, Jordan, including address (9090 Harrow Rd, Fort Myers, FL 33912) and a blue 'Initiate' button with a mouse cursor.

#2 Confirming Charges Flow

For jurisdictions that do require the reason that adverse is being initiated; the user initiating adverse will be prompted to select the reason, prior to being able to 'initiate' adverse.

Initiate Adverse Action Process

Please review the required candidate information to initiate adverse action process for Stone, Bonnie.

Address* **1** Confirm / Update Address

City* State* Zip*

In order to initiate the adverse action process for this candidate, you must specify criminal record(s) underlying reasons for potential denial, if no criminal records apply, provide reasons in the "Other Reasons" text box.

Criminal & Public Records

2 Select Charge or enter other reason for adverse

Case Number	Charge	Charge Date	Charge Type	Disposition	Disposition Date
<input type="checkbox"/> 987654	DUI	05/05/2017	Misdemeanor	Guilty	05/20/2017
Identifiers: First Name, Last Name, DOB, Partial SSN		Sentence Info: Not provided.			
<input type="checkbox"/> 123456789	DUI	09/08/2018	Misdemeanor	Adjudicated Guilty	09/11/2018
Identifiers: First Name, Last Name, DOB		Sentence Info: Not provided.			

Other Reasons

3 Click 'Initiate' when ready

Identifying Orders in Adverse

Users will be able to know if the order is in adverse once they click into the candidate profile. Also, users with access to the 'compliance' dashboard will have the ability to view, manage and cancel adverse **Compliance Dashboard**. The Compliance Dashboard will house all orders with in-process or recently completed adverse action. Users are required to monitor this dashboard and initiate the final adverse letter via Clairiti when ready. Only users with access to the compliance dashboard will have the ability to view and manage adverse orders.

The screenshot shows the Clairiti Compliance Dashboard. The left sidebar includes 'Dashboards', 'All Orders', 'Compliance', 'My Orders', 'Work', 'Reports', and 'CONTACT US'. The main content area has three summary cards: '0 Pre-Adverse Action IN PROGRESS', '2 Adverse Action IN PROGRESS', and '2 Recently Completed ACTIONS'. Below these are two tables:

Adverse Action | In Progress

Candidate	Package	Pre-Adverse Status	Action Date	Waiting Period	Adverse Status	Action Date
Adams, Morticia Lucretia	Standard Package	Completed	11/29/2021 12:03 PM	0 Days	Manual Email	Manual
Vese, Addi	Standard Package	Completed	11/30/2021 9:48 AM	0 Days	Manual Email	Manual

Showing 1 to 2 of 2 entries

Adverse Action | Recently Completed

Candidate	Package	Adverse Action Status	Completed Date
Adams, Morticia Lucretia	Standard Package	Completed	11/9/2021 1:27 PM
Adams, Morticia Lucretia	Standard Package	Completed	11/9/2021 1:27 PM

Showing 1 to 2 of 2 entries

Sending Final Adverse

The client user will initiate the final adverse letter to the candidate when ready, based on FCRA, jurisdictional timing, or company guidelines.

Clairiti will display the number of days that have passed since the pre-adverse action letter was sent. The waiting period column on the dashboard contains this information.

Candidate	Package	Pre-Adverse Status	Action Date	Waiting Period	Adverse Status	Action Date	
Addams, Morticia Lucretia	Standard Package	Completed	11/29/2021 12:03 PM	6 Days	Manual Email	Manual	Cancel Send Adverse Email
Verse, Addi	Standard Package	Completed	11/30/2021 9:48 AM	7 Days	Manual Email	Manual	Cancel Send Adverse Email

Sending Final Adverse: When ready to send the Final Adverse letter, the user will click 'Send Adverse Email'

Candidate	Package	Pre-Adverse Status	Action Date	Waiting Period	Adverse Status	Action Date	
Addams, Morticia Lucretia	Standard Package	Completed	11/29/2021 12:03 PM	6 Days	Manual Email	Manual	Cancel Send Adverse Email
Verse, Addi	Standard Package	Completed	11/30/2021 9:48 AM	7 Days	Manual Email	Manual	Cancel Send Adverse Email

Cancel Adverse

Should the user obtain additional detail from the candidate and determine that they would like to cancel adverse, the user will click on 'Cancel' to the right of the candidate's name to stop the final adverse from sending.

Candidate	Package	Pre-Adverse Status	Action Date	Waiting Period	Adverse Status	Action Date	
Addams, Morticia Lucretia	Standard Package	Completed	11/29/2021 12:03 PM	6 Days	Manual Email	Manual	Cancel Send Adverse Email
Verse, Addi	Standard Package	Completed	11/30/2021 9:48 AM	7 Days	Manual Email	Manual	Cancel Send Adverse Email

Once the user clicks 'Cancel' the below item will appear, requiring the user to provide a reason to cancel & ability to cancel.

