Creating a Placement & Pre-Employment Checks

Client Guide

Vol. 7

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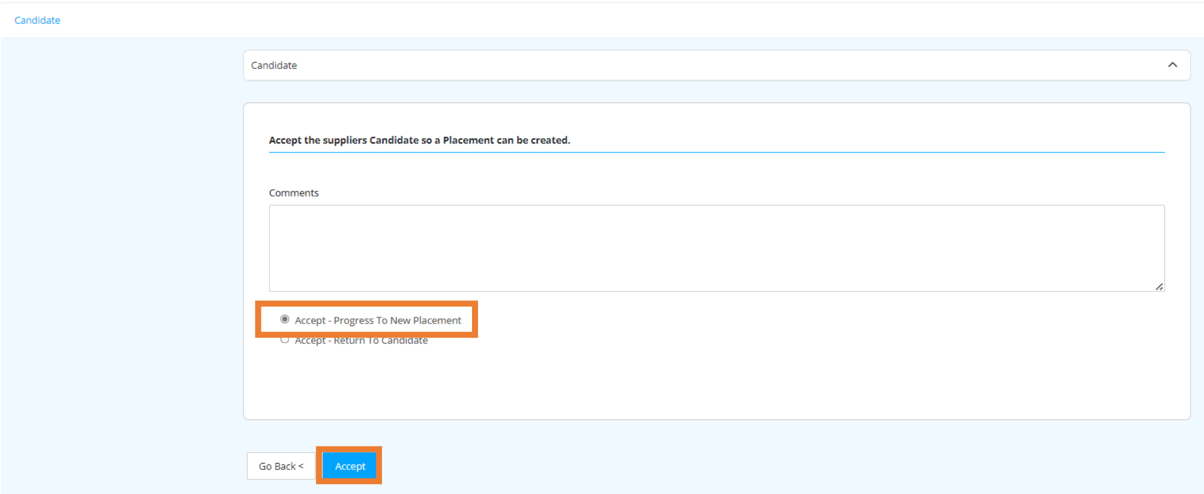
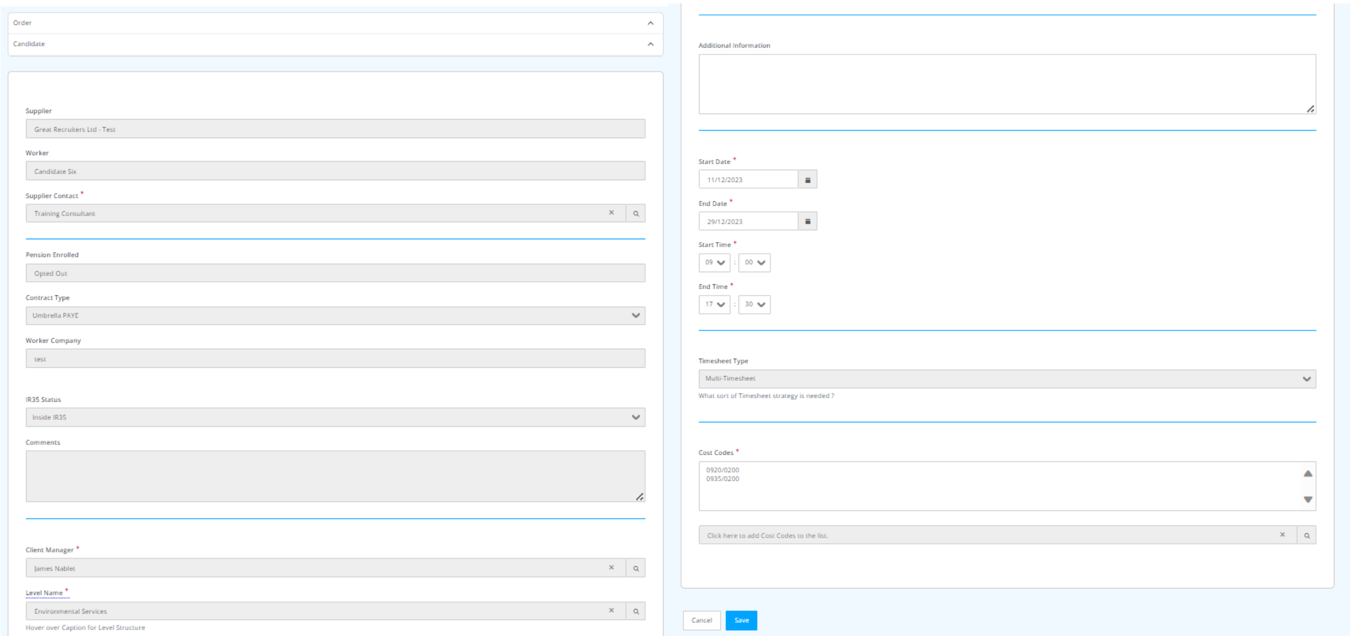
Content

Creating a Placement

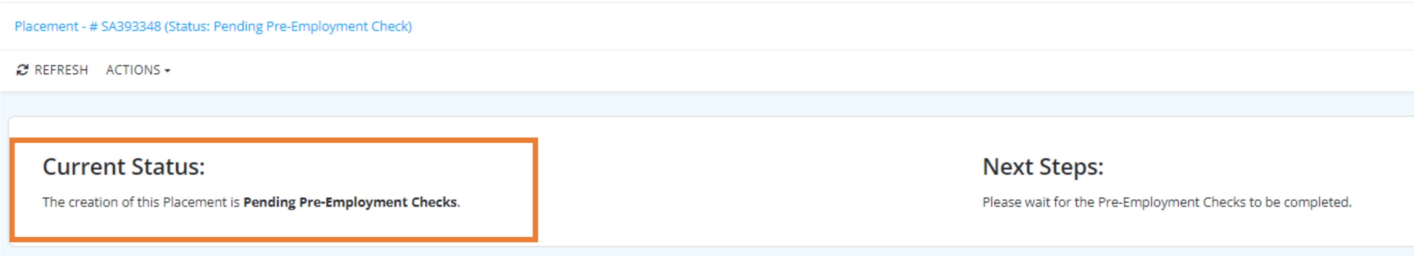
1. Ensure that from the last step of choosing Accept – that you Click Accept – Progress to New Placement is highlighted and click the accept button.



2. Placement information will pull through from the Order when the Candidate has been accepted through.



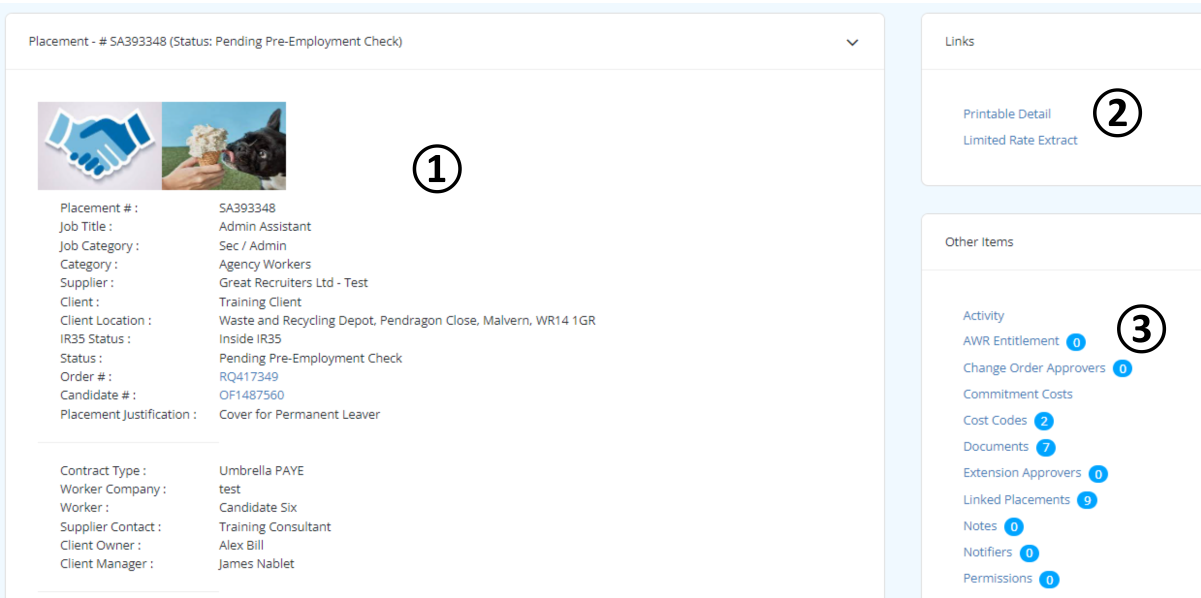
3. If you wish to amend any of these details, click the icon to search the available options on CR.Net and select via the icon. Once you are happy with the Placement details, click Save.
4. You will then see that the creation of this placement is **Pending Pre – Employment Checks**



5. This will now sit with the Customer Success Executive to check all compliance and liaise directly with the supplier to ensure this is completed in a timely manner.

Pre-Employment Compliance Checks

For new Placements with a start date in the future, Matrix will complete a Pre-Employment Compliance Check (PEC) of all the Candidate's documents to ensure they are fully complaint. Below is a Screenshot of an individual Placement page.



1. Placement Status
   a. **Pending Pre-Employment Checks** – These are with Matrix to review the documents on the Placement to ensure the Candidate is fully compliant before commencing their post.
   b. **Failed Pre-Employment Checks** – The Placement is not compliant to commence their post. The agency is notified regarding what documents need to be corrected and uploaded.
   c. **Active** – Placement is in Active Status and fully compliant. Agency worker can commence their post.
   d. **Pending Audit** – Compliance Documents are up for annual review by Matrix to ensure worker is still compliant in their post.
   e. **Failed Audit** – Compliance Documents have failed annual review. The agency is notified regarding what documents need to be corrected and uploaded.
   f. **Ended** – Placement has reached its specified end date.
   g. **Cancelled** – Placement has been cancelled – Agency worker never started their post.

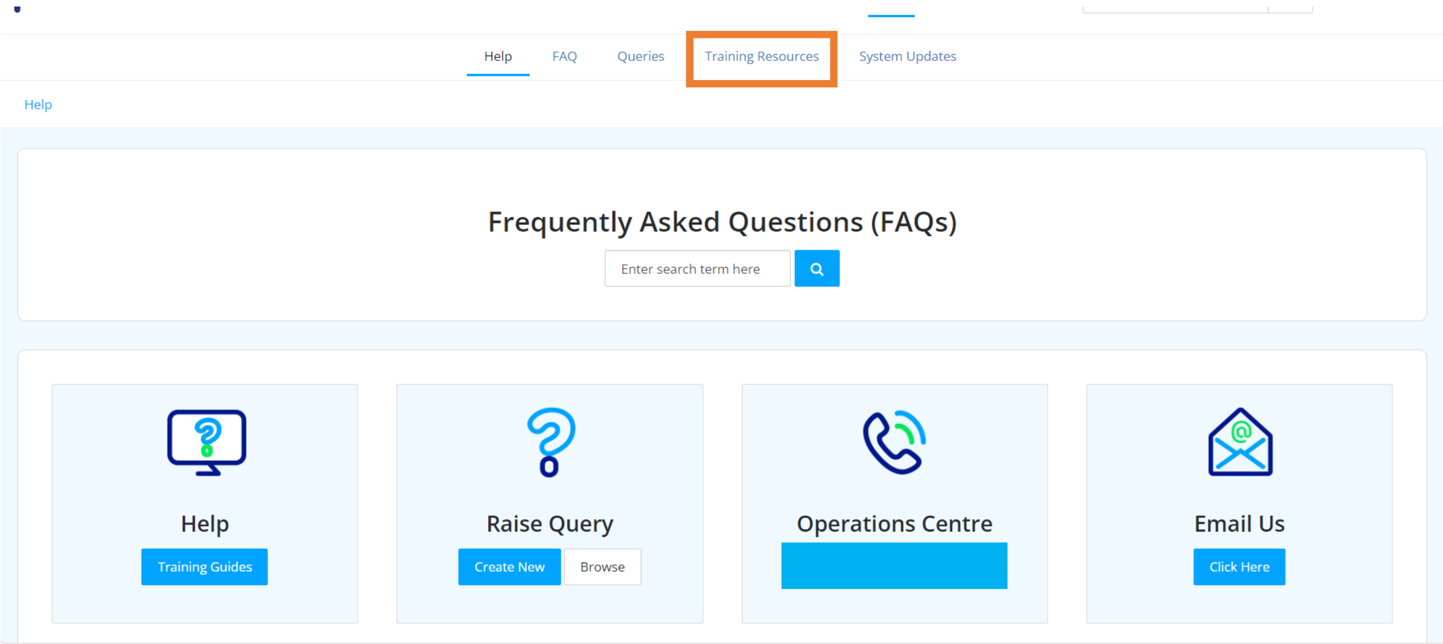
2. Basic Placement summary information

3. Other Items - Sub Sections within the Order. Click through to see each stated section.

You will receive email notifications each time a Placement Status changes or if they are approaching their specified End Date on their Placement. Agencies have 24 hours to correct the failed compliance documents and re-submit for review.

Need more support?

You can contact your Matrix Customer Success Executive or another member of the Customer Success Team for assistance with Matrix-CR.net through the following options:



Underneath your help tab you also have access to help guides and videos under 'Training Resources' as highlighted above.

The number for the Customer Success Team will be displayed on the live site.