



First Advantage

Background Check and Drug Screening

Edge Integration Guide



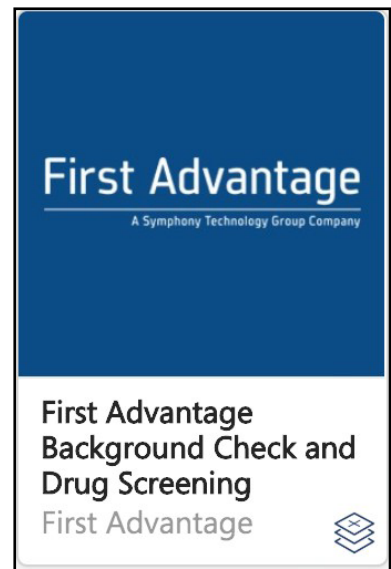
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Overview

First Advantage (FADV) is an industry leader in background checks, delivering over 54 million background screenings per year. Designed to reduce risk and improve the quality of your talent, First Advantage ensures candidates have the skills, attitudes, and aptitudes to make a positive difference in your organization.

Be confident with your decisions about prospective employees and radically streamline the process with integration between Cornerstone and First Advantage. This integration allows recruiters to easily submit background checks and drug screenings for job applicants from within Cornerstone Recruiting.



Requirements

The integration with Cornerstone is available at no charge to Cornerstone Recruiting clients, though a First Advantage Background Check and Drug Screening contract and account is required for this integration. The FADV account can be purchased through their website.

Edge setup

After selecting the Install option for the First Advantage Background Check and Drug Screening integration in the Edge Marketplace, the Edge configuration will need to be completed.

Company ID - Enter your Company ID provided by your First Advantage project team. This ID is used by First Advantage to authorize assessment request submissions from Cornerstone.

Please fill in the fields below to configure your integration.

[Setup Instructions](#)

Client Account ID *

Portal configuration

Create custom applicant status

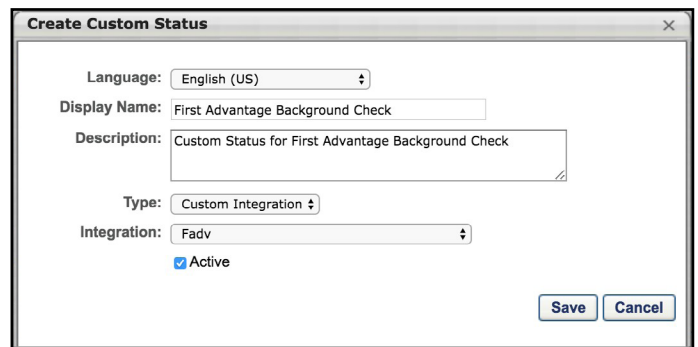
Administrators must create a new custom applicant status to be used for the First Advantage background check integration. One custom status will be used for both background checks and drug screenings.

Complete the following fields in the Create Custom Status pop-up:

- Select Custom Integration from the Type drop-down.

Note: This field only displays when creating a custom status at the top level Organizational Unit (OU). When creating a custom status for a child OU, the Type field displays the type selected for the parent OU but is not editable.

- Select FADV Background check from the Integration drop-down.



The screenshot shows a 'Create Custom Status' dialog box with the following configuration:

- Language: English (US)
- Display Name: First Advantage Background Check
- Description: Custom Status for First Advantage Background Check
- Type: Custom Integration
- Integration: Fadv
- Active:

The administrator must configure the FADV custom applicant status as sensitive to restrict access to the status. The status can be designated as sensitive in the following areas of the system:

- **Default Status List** - If the status is part of the default status list, then check the box in the Sensitive column of the default status list.
- **Requisition Template** - The status can be designated as sensitive on the General step when configuring job requisition templates. To designate the status as sensitive, check the box in the Sensitive column of the status list in the Status List section.

Resume

For the purposes of being included in an applicant screening, an applicant's school type and degree type can be mapped to First Advantage (FADV). In order for FADV to receive the applicant's data, the fields will need to be mapped in the Resume Education section.

Create the following fields and select the appropriate mapping option in the Applicant Mapping column:

FADV FIELD NAME	APPLICANT MAPPING SELECTION	DROP-DOWN OPTIONS TO ADD
School Type	Grade	<ul style="list-style-type: none">• other• highschool• community college• technicalCollege• GED• postGraduate
Degree	Degree	<ul style="list-style-type: none">• highschool• vocational• certification• associates• bachelors• masters• doctorate• postdoctorate• professional• GED• other

Note: The options for the dropdown field types are case sensitive and must be added in the exact spelling as above in order for the data to map successfully to FADV.

Form management

For the purposes of being included in an applicant screening, an applicant's reference type can be mapped to FADV. In order for FADV to retrieve the applicant's data, a reference type question will need to be created in the Question Bank in Form Management so that the questions can be added to a form in Form Management that will be used to request the applicant's references

The name of the question in Cornerstone does not need to match the name of the field in FADV, but it must be mapped to the correct corresponding field in FADV in order for the data to pass successfully to FADV.

There are three different sets of these questions, since applicants can submit up to three references. Each set represents one applicant reference. It is necessary to create each set. If more than three sets are created, any data outside of the first three sets will not be passed to FADV.

From the Form Management Question Bank create Dropdown type questions. Configure each question separately by entering a name for the question in the Question field and entering the API exactly as it is listed in the right-hand column.

FADV FIELD NAME	FIELD TYPE	ENTER THIS API IN THE API NAME FIELD ON THE CREATE QUESTION PAGE
SET 1		
Given Name	Text	FADV_GivenName_1
Family Name	Text	FADV_FamilyName_1
Email Address	Text	FADV_Email_1
Telephone	Text	FADV_Phone_1
SET 2		
Given Name	Text	FADV_GivenName_2
Family Name	Text	FADV_FamilyName_2
Email Address	Text	FADV_Email_2
Telephone	Text	FADV_Phone_2
SET 3		
Given Name	Text	FADV_GivenName_3
Family Name	Text	FADV_FamilyName_3
Email Address	Text	FADV_Email_3
Telephone	Text	FADV_Phone_3

Note about the FADV Telephone Field: When applicants enter a telephone number, they must enter it in the following format, or FADV will not load the data: +(country code) XXXXXXXXXX OR +(country code) (XXX)XXX-XXXX.

Once you have created the questions, navigate to Form Management > Manage Forms and create a form for requesting an applicant's references, making sure to enter FADV_Reference_Form in the API Name field on the Build tab. The purpose of entering this API name is so that the system knows the correct form to send to FADV.

Assign screening

In order for applicants to be assigned the First Advantage background check, the applicant's status must be changed to the custom FADV status. The status can be changed by clicking the Change Status action on the Manage Applicants page for the desired applicants.

From the Status tab of the Applicant Profile, select Assign to Applicant in the FADV status panel. This opens the Select Screening Program Option pop-up. Choose the Account and Package from the dropdowns and upon selecting Submit, this information is sent to FADV. FADV will send an email to the applicant once the screening is assigned.

Remove	Applicant	Current Status	Change Status to	Disposition
	Lucy Sewell	In Review Start Date: 3/3/2015 →	Please Select ▼ FADV Background ▼	

*Indicates required status

Cancel Submit

FADV BACKGROUND CHECK

Current Status: Not Assigned to Applicant

[Assign to Applicant](#)

Once the FADV has been assigned, the First Advantage Status Panel will display the Assigned Date, a Reference ID, and the application Status.

After the applicant has submitted the screening a new section will display. If a background package was assigned this section will have the title of "Background Package", if a different package was assigned the name will reflect that package.

This section will include the addition of the Result field, this field displays the result and score (if applicable) of the screening.

Also available is a View Report link which opens the FADV site to display details regarding the Screening Report.

The FADV status panel on the Applicant Profile > Statuses tab allows recruiters to assign screenings to applicants and view updates from FADV regarding the applicant's progress on completing the screening.

When a First Advantage (FADV) screening is assigned to an applicant or completed by FADV, the History tab on the Applicant Profile page logs the event.

FADV INTEGRATION	
Assigned - 6/27/2015	
Reference ID: 63078	Status: Completed
Background Package:	
Provider Reference ID	WPS-6657098
Status	Completed
Result	Pass - Eligible
View Report	
Drug Screening:	
Provider Reference ID	CPS-764395
Status	Completed
Result	Positive
View Report	