

THE ULTIMATE CHECKLIST FOR

# INTEGRATING BACKGROUND CHECKS & EXISTING HR TECH

Integrating your HR technology suite is often a smart decision and the right one for businesses bogged down by multiple HR systems. If you're considering integrating a new background screening program into your current HR platforms, set your course of action to ensure an efficient technological transition.

Integrating your screening program into your current HR suite has several advantages. The most notable is that by connecting your screening directly to your ATS, HRIS, or HCM system, you reduce friction between systems and speed up the process. Instead of manually entering a candidate's information, your screening provider can pull it

directly from your HR system and transmit the results back to the same platform.

Using multiple systems can slow down the hiring process as you switch from software program to software program. By integrating them, you put everything in one place. It makes screening easier to organize, keep track of, and complete.

Consider asking your provider about previous integrations they've completed, what feedback they've received from clients, and how long the process takes. The advantages of integrating your systems may be numerous, but you need to ensure your providers are up to the challenge.

To help you on your way to seamless HR tech integration, we've compiled a checklist of important steps to take before, during, and after implementation:



## BEFORE: DETERMINE THE BEST SOLUTION FOR YOU

- Conduct a needs assessment**
  - What HR goals are you hoping this integration will achieve, now and long-term?
- Do your homework\***
  - How will this new platform integrate with existing HRIS/HCM systems?
  - Include a member of your IT team to determine technical requirements.
- Find the best fit**
- How do prospective vendors complement your company culture and goals?
  - Ensure your prospective vendor adheres to industry-standard security.

InfoMart is SOC 2 compliant, ensuring consumer protection and legal compliance.

\*Continue reading for a deeper dive into the questions you should ask during this stage



## DURING: ONCE YOU'VE FOUND YOUR PERFECT FIT

### Motivate and advocate

- Of your employees, who will be responsible for overseeing the integration and maintenance of your new platform? Inspire them to take charge of the initiative and lead your dedicated project team.

### Spread the word

- Meet with department heads and managers for a deep dive of the new program.
- Determine how the new tech will impact each department.

### Plan for all scenarios

- Anticipate potential problems and stop them in their tracks.
  - Engage your project team in a brainstorming exercise to identify potential adverse conditions or events.
  - Communicate with your vendor to learn how they anticipate and rectify implementation issues.

### Be quick to deploy

- Reap the benefits of your integrated screening program as soon as possible. By preparing ahead of time and working closely with your screening partner, you can launch quickly.

InfoMart's implementation team is here for customers through every step of their integration to ensure a successful launch.



## AFTER: NOW THAT YOU'RE UP AND RUNNING

### Provide training and continuing education

- Now is the time to introduce the solution. Use your managers and department heads to educate the rest of your team; a blanket level of familiarity will cement an easy transition.

### Manage the solution

- Who in your organization will be responsible for system administration? Designate your point person and ensure they have all the resources they need.

### Keep an open line of communication

- What is your plan to keep your team informed and engaged in system use?
- Stay in contact with your vendors after implementation to guarantee you're getting the most out of your screening program and integration.

InfoMart's client relations team is dedicated to answering your questions and helping you use your screening program to its fullest potential.

# BACKGROUND SCREENING INTEGRATION FAQ

THE FUTURE QUESTIONS TO ASK YOUR ORGANIZATION AND YOUR FUTURE VENDOR ABOUT INTEGRATION.

## QUESTIONS FOR YOUR ORGANIZATION:

### Are we happy with our current HR tech?

This may seem obvious, but that doesn't make it any less important. Before you integrate any new tech with your current programs, determine whether your current tech is something you'll be sticking with long term. For example, if you're integrating a new background screening program with an ATS, make sure you want to stay with that ATS; don't integrate with something you may end up replacing in a year.

### Do we want to collect and transmit candidate information or delegate that process to the business partner?

Some employers don't want to house candidate personally identifiable information (PII) and prefer their partner manage that data collection. When you partner with InfoMart, if you choose to collect it you can pass it to us to use in the background check.

### Do we want to store background check results?

Some employers do not want to house consumer reports in their ATS/HCM, while others don't like the idea of their users having to link out to another platform to pick up results. This decision ultimately comes down to personal preference and what is best suited to your organization.

### What types of in-process notifications and reporting will we want?

Many people worry that moving the process from the partner's native application into the ATS/HCM can result in a loss of the functionality the hiring team has grown accustomed to.

Most partners, InfoMart included, can move these features into the integrated environment. Be sure to inform your chosen vendor of the features you make the most use of on a regular basis.

### How are screening services identified? Are packages mapped to job positions/postings? Or will you want your users to be able to individually select a package?

InfoMart's standard integration maps packages to something in your ATS – this can be a position, a job posting, a department, a location, etc. Just tell us where you want it to go!

## QUESTIONS FOR YOUR ORGANIZATION, CONT.

### **What budgetary restrictions do we have?**

Background screening partners and ATS/HCM platforms usually charge for integration work. These fees are typically offset by the manual work that's taken off of your hiring team, but it is still something to consider early on. Having a budget in place when you begin your search for a background screening integration partner will help simplify the entire process.

### **Where, in the hiring process, does the background check fall?**

Knowing the stage at which the screening takes place often determines how it is initiated and what the candidate path will look like.

## QUESTIONS FOR YOUR BACKGROUND SCREENING PARTNER:

### **How long will it take?**

Most integrations take four to six weeks to complete from requirements to testing.

### **What's a RESTful API? Why does it matter?**

A RESTful API is a key that connects your screening software to your current HR system. (For a more in-depth description, visit your IT department!) RESTful APIs allow screening providers to integrate with your current system, regardless of what it is.

A robust API should "speak" multiple coding languages, from Java to Python. This allows for an easy, customized integration that works seamlessly with your current software.

### **Do you have any integration partnerships?**

Many screening providers partner with a variety of ATS and HRIS. These have several advantages, the most obvious being ease of integration. If your screening provider has already partnered with your ATS, it means they've met that company's standards for integration and likely have already successfully completed multiple system integrations.

### **What resources will we need to complete the project?**

It's helpful to have a technical contact involved in the integration from the beginning rather than just letting HR drive the car all the way. Getting IT's approval from the inception of the integration is the best way to get their support in testing the build.

## QUESTIONS FOR YOUR BACKGROUND SCREENING PARTNER, CONT.

### **What will you do to ensure ease of integration?**

This is the most important question you can ask any of your providers. Integration reduces turnaround time and time-to-hire on top of making your HR department's life easier. But they're only worthwhile if your HRIS/ATS and screening providers are willing to work together and go the extra mile for your business.

Ask if they'll be willing to work with your other providers, how many hours they'd be willing to devote to the project, and what technical support they'll offer after the integration is complete. If your HR providers refuse to go the extra mile, it's time to consider new partnerships.

The components of your HR tech suite are the gears that keep your company turning. If one refuses to work with the others, it's time to replace it with someone that will.

InfoMart has performed a variety of customized integrations for clients with a variety of systems. Due to the versatility of our RESTful API, these integrations rarely take more than a few weeks and greatly streamline clients' hiring processes.

Integrations can seem like a daunting step for a business to take. The process can take up a lot of time and manpower but is ultimately worth it. If your business needs a screening provider that can integrate with any ATS, HRIS, or HCM on the market and will go the extra mile to create a custom integration environment, contact InfoMart.