

## **VSys One Screening Webinar March 2015**

VSys contains an array of screening tools to track your onboarding process. While you may be using none of them or some of them, there are some hints that may make them more appropriate for your organization.

**Application Forms** - Application forms allow you to mimic your paper forms for easy data entry. From an application form, the data is linked to VSys for storage.

**VSys Web** - allows volunteers to apply and enter their own data; not a live connection -you need to synchronize. Comes with your VSys license.

**VSys Live** - allows volunteer to apply and update their data. A live connection to your database. Additional licensing fee.

**Internal use** - Use a form for direct data entry. No skipping around panels in VSys.

**Reference Letters** - If you require reference letters (or e-mails or calls), VSys can track the status of the references and generate the contact letters/e-mails.

**Certification: Background Reference Check** - Information is added as a Certification

**Reference Check Letters** - Print out/send your reference requests from here. *Note: these are special letters going to the reference, not the applicant. They must be done from here - not the regular Mail Merge.*

**Reference Check Manager** -Filter and check on the status of references.

**Background Screening** -

**Integrated Background checks** - VSys is compatible with some background screening companies allowing for and exchange of screening information.

**Verified Volunteers** - VSys One is partnering with Verified Volunteers as a preferred vendor with complete integration.

**Certification: Background Screening Results** - For results from other sources, simply record the end result in the Certification.

**Interviews** -

**Interview Types** - From Setup -> Interview types.

**Interviews** - Entered from the volunteer's profile.

**Scheduled** - Time and place for an applicant to interview and the results.

**Schedule openings** - Leave anonymous spaces to later fill with applicants.

**.ics/iCalendar** - Export the schedule for import into your own calendar or attach calendar files to reminders for applicants.

**Eligibility checklists** -

Track steps of completion and how long the process takes.

*Reminder:* If you do not see some of the things mentioned, make sure they are enabled or configured. Certifications can be turned on and off from Setup -> Certifications. Eligibility checklist need to be configured from Setup as well.