


ATS (ClearCo.) Tools & Resources

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Tools & Resources for our Applicant Tracking System (ATS), ClearCo. View How-To's under each category.

Getting Started - ClearCo

How To Login to ClearCo

- View [ClearCo Login Page](#)
- View [How to login to ClearCo](#) 

How To Edit Account Settings

- View [Training Byte - Account Settings](#)
- View [How to edit account settings](#) 

Glossary

- [Terms & Definitions](#) 

Recorded Training Session - Login and Account Set-up


Use the video player controls to view full screen.

(5:39 mins)





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Job Requisitions - ClearCo

How To Create & Post Job Requisitions

- View [Training Byte - Create & Post Job Req](#)
- View Guide [How to create & post a requisition](#) 

How To Manage Candidates

- View [Training Byte - Manage Candidates](#)
- View Guide [Managing candidates in ClearCo](#) 
- View Guide [Manually adding a candidate to requisition](#) 
- View Guide [How to email a request for candidate to complete application](#) 
- View Guide [How to bulk move candidates](#) 

How To Schedule an Interview

- View [Training Byte - Schedule Interview](#)

How To Generate & Complete Scorecards

- View [Training Byte - Scorecard Generation & Completion](#)

Recorded Training Session - Job Reqs and Candidate Management ("Recruiting")


Use the video player controls to view full screen.

(35:41 mins.)

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Offer Letters - ClearCo

How To Create an Offer Letter

- View [Guide - Extend an Offer Letter](#) 
- View [Training Byte - Offer Letter Creation](#)

How To Resend or Cancel an Offer Letter

- View [Guide - Resend/Cancel an Offer Letter](#) 
- View [Training Byte - Resend an Offer Letter](#)
- View [Training Byte - Cancel an Offer Letter](#)

Recorded Training Session - Offer Letters

Use the video player controls to view full screen.

(13:50 mins)

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Background Checks - ClearCo

How To Check Background Check Status

- View [Guide - Check Background Check Status](#) 

How To Resend Background Check

- View [Guide - Resending Background Check](#) 

How To Assist Applicant with Background Check

- View [Guide - Steps to Complete Background Check](#) 

Recorded Training Session - Background Checks

Use the video player controls to view full screen.

(3:31 mins)

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Onboarding - Paycom


How To Add Employee in Paycom

- View [Guide - Adding Employee into Paycom](#) 


How To Resend Self-Onboarding Invitation & Check Status

- View [Guide - Self-Onboarding: Check Status & Resend Invitation](#) 

How To Activate Employee in Paycom

- This step should NOT be completed until your New Hire's First Day
- View [Guide - Activate Employee in Paycom](#) 

How To Complete New Hire's First Day

- View Guide - [New Hire's First Day Guide](#) 
 - I-9 Section 2 Completion
 - [List of Acceptable Acceptable Documents](#)
 - Employee Self Service (ESS) Training
 - New Hire Checklist Completion

Recorded Training Session - Onboarding in Paycom

Use the video player controls to view full screen.

(18:17 mins)

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Help Center

How To Access the Help Center

- View [Training Byte - Help Center Access](#)

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