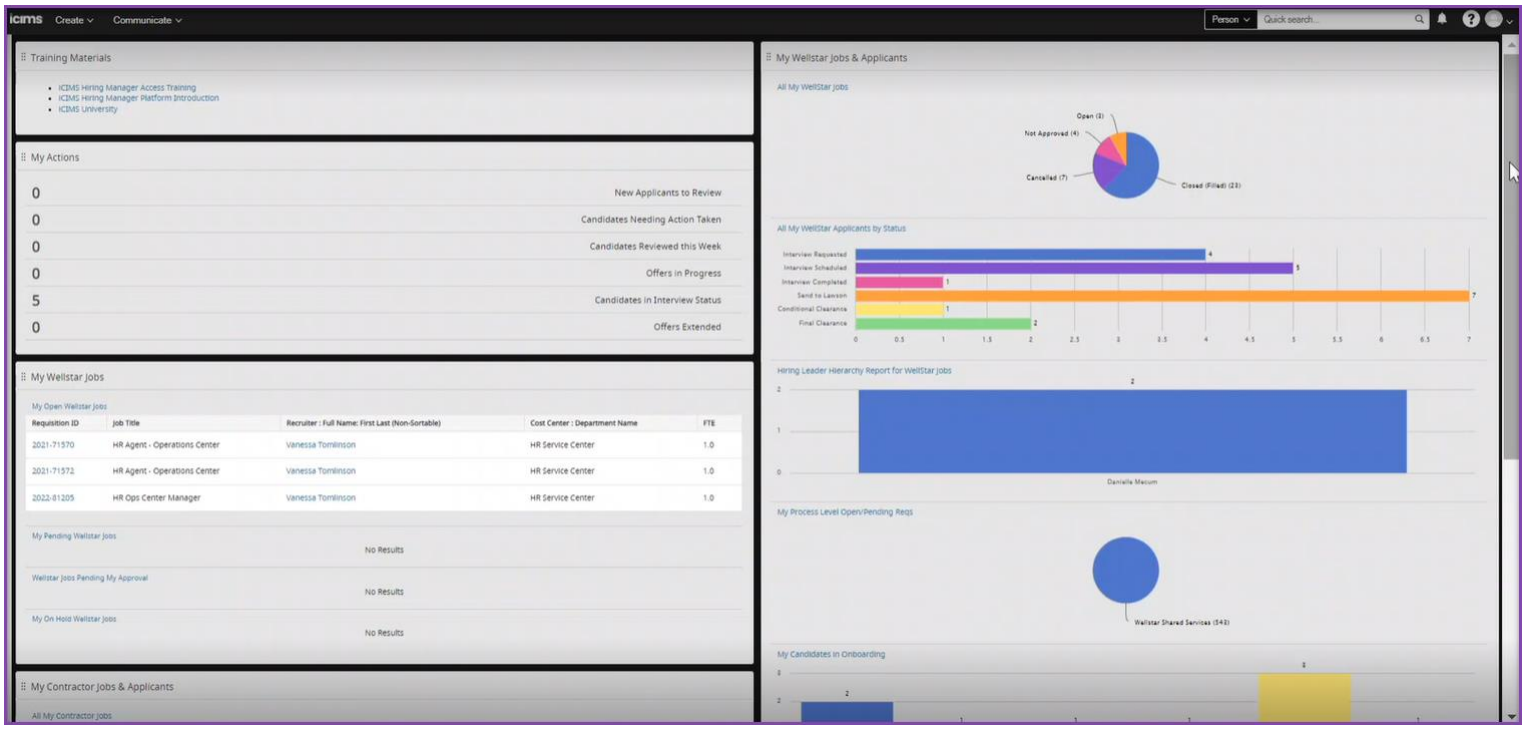
How to View Your Candidate's Onboarding Status via iCIMS

You can track your candidate's onboarding progress via your iCIMS dashboard. Follow the steps below to find out how!

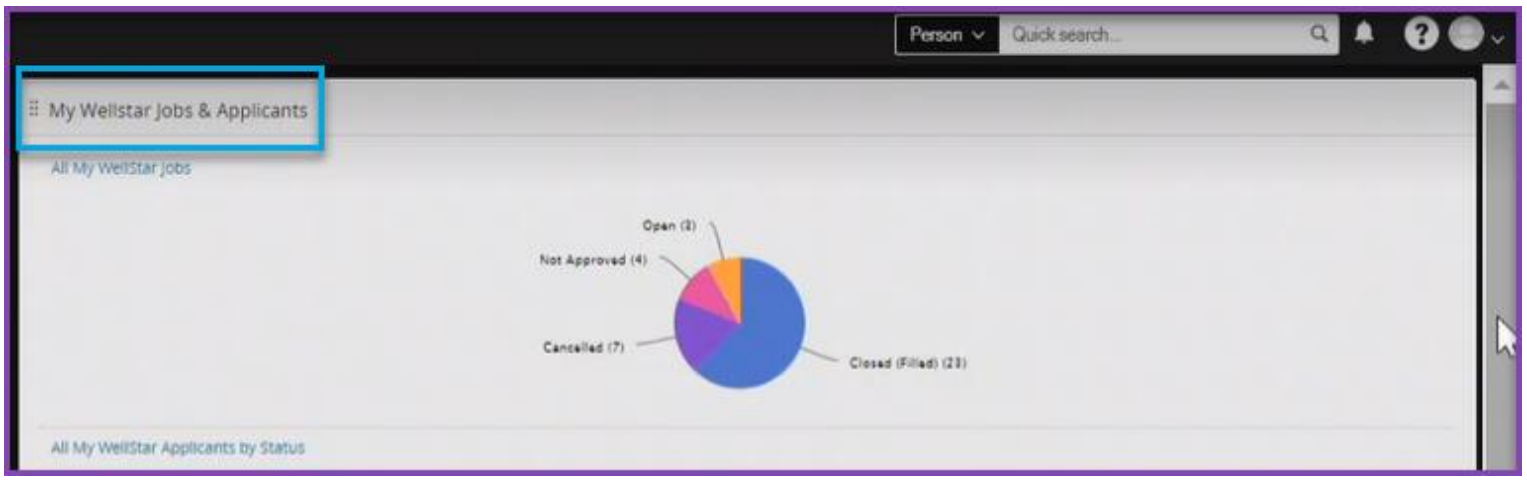
Step 1

Log into iCIMS:



Step 2

Locate the My Wellstar Jobs & Applicants tile:



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Step 3

Scroll down to the My Candidates in Onboarding section:

Step 4

Click on a Start Date to view your candidate(s) scheduled to start for that week:

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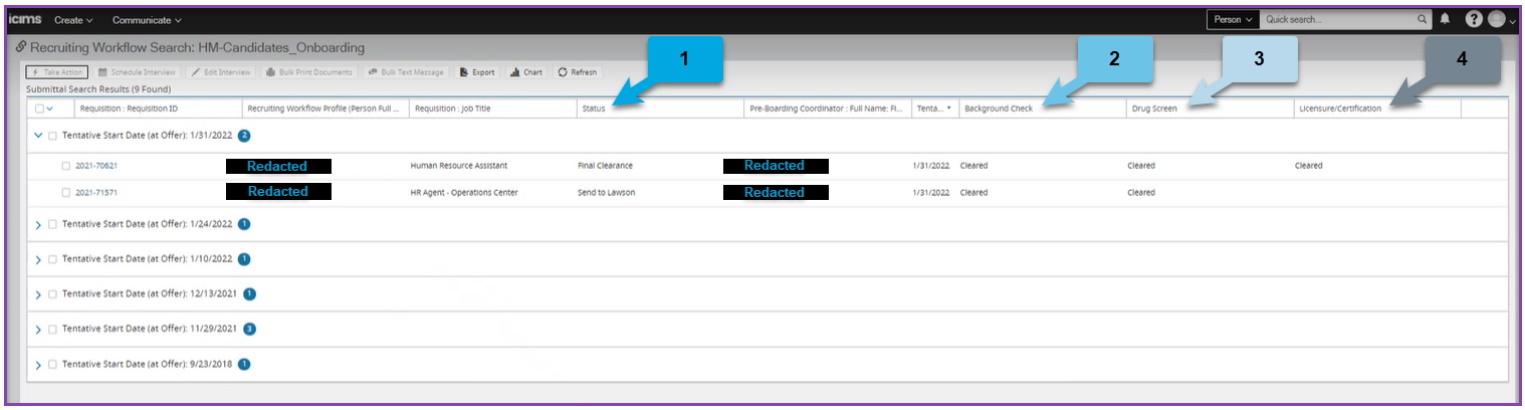
Step 5a

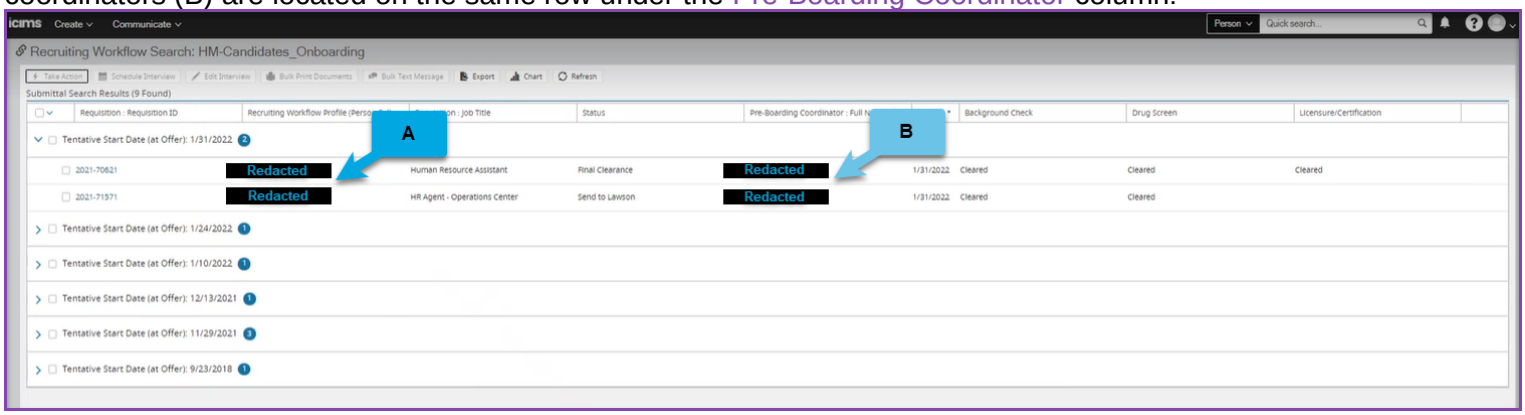
On this screen, you can view your candidate's overall onboarding Status* (1), Background Check status (2), Drug Screen status (3), Licensure/Certification status (if applicable) (4), as well as other valuable information such as covid vaccination status:



**A legend of all Statuses and their respective definitions/meanings has been included at the end of this tip sheet for your reference.*

Step 5b

Your candidates (A) are located under the Recruiting Workflow Profile column and their corresponding pre-boarding coordinators (B) are located on the same row under the Pre-Boarding Coordinator column:



Important Items to Note:

- You can click on your candidate's name, and it will take you to their iCIMS profile where you can review their resume, contact information, etc.
- Please reach out to your candidate's pre-boarding coordinator with any questions you may have related to the candidate's progress.

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iCIMS Status Legend

Status	*Definition/Meaning*
External Preboarding, Refresh Preboarding, Send to Lawson	These statuses are for internal preboarding use and denote that the New Hire is in the preboarding process. No action is required of the leader for these statuses. New Hire will be assigned one of the statuses below as they progress through the preboarding process.
Conditional Clearance	New Hire has received conditional clearance to begin employment. They may begin work onsite with this status after completing required orientation. Outstanding requirements are monitored for completion. Final Clearance will be provided once all outstanding requirements have been met.
Final Clearance	New Hire has met all minimum requirements and may begin employment.
Delayed – Min Qualifications Pending	New Hire is delayed due to not meeting minimum qualifications. Examples for this delay include missing licensure or certification, incomplete drug screen, incomplete background.
Delayed – Candidate Requested	New Hire has requested a delayed start date.
Delayed – Employee Health Pending	New Hire is delayed due to not meeting Employee Health requirements. Examples for this delay include pending test results, missed health screening appointment, Covid vaccination.

Background Legend

Status	*Definition/Meaning*
In Progress	New Hire has submitted background consent and background is processing.
Conditional Clearance	New Hire has received conditional background clearance based on current findings. Background remains under review until complete and cleared status is determined.
Cleared	New Hire has met all background requirements for employment.

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Drug Screen Legend

Status	*Definition/Meaning*
In Progress	New Hire has submitted drug screen for testing.
Conditional Clearance	New Hire has received conditional clearance based on current findings. Drug Screen remains under review until complete and cleared status is determined.
Cleared	New Hire has met all drug screen requirements for employment.

Licensure/Certification Legend

Status	*Definition/Meaning*
In Progress	Preboarding is awaiting certification/licensure information or completion. For example, new hire has scheduled BLS class, but has not completed.
Cleared	New Hire has met all licensure/certification requirements for employment.
***This field will only be completed if applicable to position.**	

Covid-19 Vaccination Status

Status	*Definition/Meaning*
Card Received – Fully Vaccinated	New Hire is fully vaccinated and has met Wellstar's vaccination requirement.
Card Received – First Dose Only	New Hire has received first Covid vaccination. Additional vaccination required to meet Wellstar's vaccination requirement.
Card Not Received	New Hire has not provided any information related to their Covid vaccination status and has not met Wellstar's vaccination requirement.
Exemption Requested	New Hire has requested a Covid vaccination exemption. Request is in progress.
Exemption Approved	New Hire has received exemption approval and has met Wellstar's Covid vaccination requirement.
Exemption Denied	New Hire's exemption has been denied and they have not met Wellstar's vaccination requirement.

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