



eurocom ci

NEW SYSTEM FEATURES

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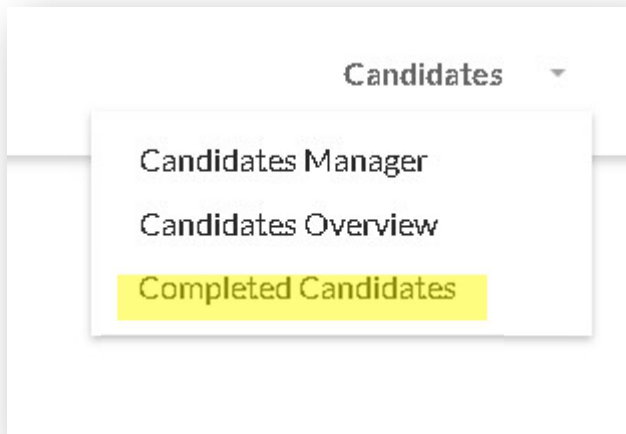
xavier.eurocomci.co.uk/login

New System Features

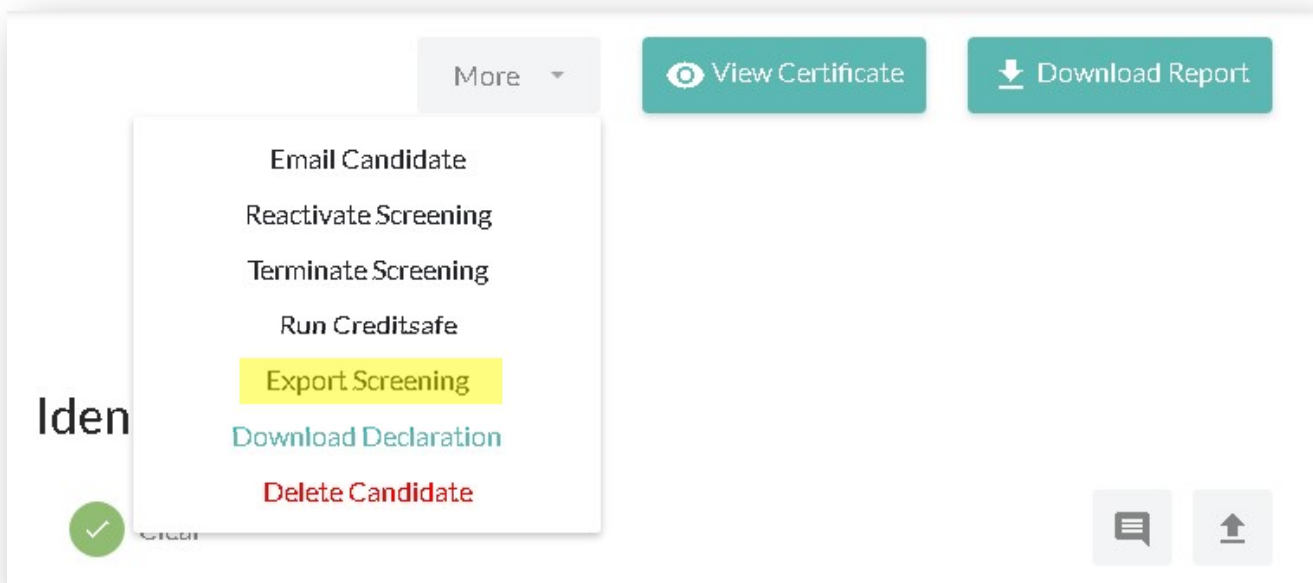
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EXPORT SCREENING DOCUMENTS

To export all the documents linked on the final candidate screening report, select 'Completed Candidates' from the 'Candidates drop down :

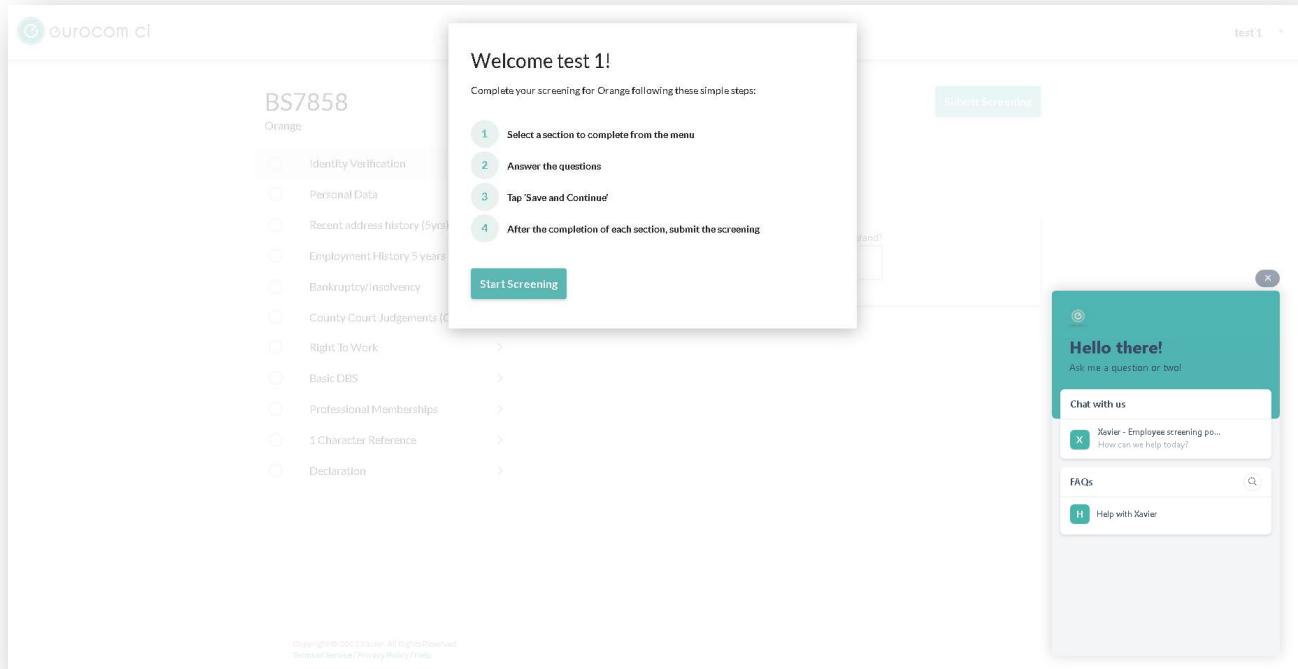


Select the candidate whose report needs to be downloaded. Then from the candidate select 'Export Screening' from the 'More' dropdown menu.

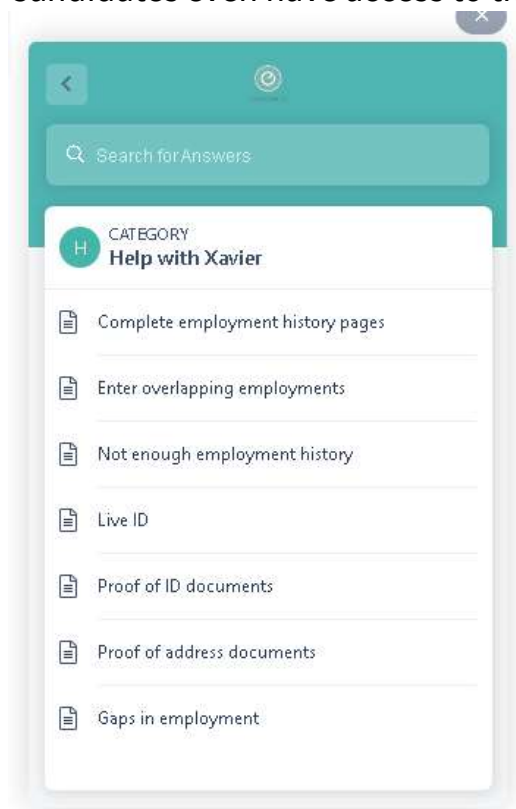


CHAT FOR HELP

Candidates can ask for help from our support team right from inside their login:



Candidates even have access to the FAQs within the portal:



DEFAULT HR FOR SCREENINGS

If your account is set up with a default HR and default Line Manager (please let us know if you want us to check or update it). All screenings added will default to those HR Manager and Line Manager details:

Add New Candidate ✕

Personal Details

First Name(s)	<input type="text" value="Test"/>	Last Name	<input type="text" value="Candidate"/>
Email	<input type="text" value="test@candidate.co.uk"/>	Mobile Number	+44 <input type="text" value="1234567897"/>

Company Details

Division	<input type="text" value="Division 1"/>	Purchase Order No. (Optional)	<input type="text" value="Purchase Order No."/>
Position Applied	<input type="text" value="Position Applied"/>		

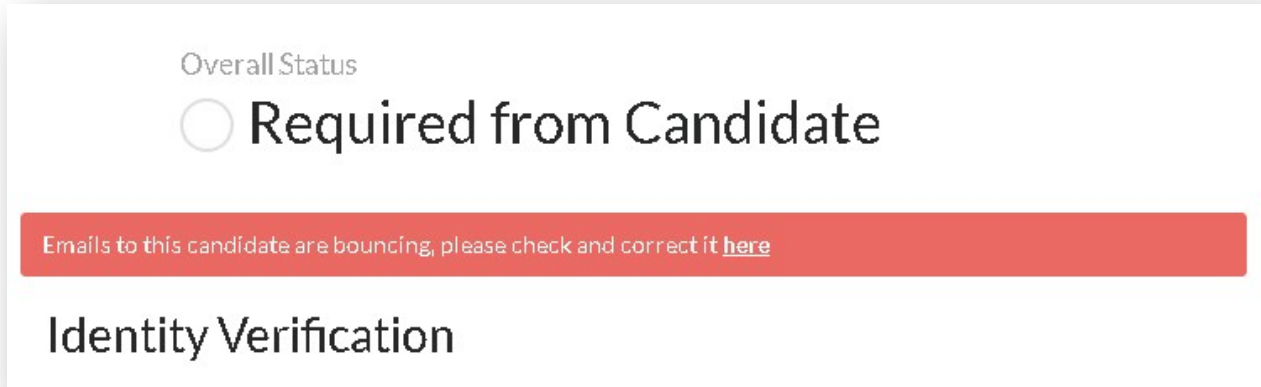
Personnel Assignments

Line Manager (Optional)	<input type="text" value="Georgia Line"/>	Human Resources (Optional)	<input type="text" value="Chris Client"/>
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The HR Manager and Line Manager can be changed to any other users on your account if necessary.

CANDIDATE EMAIL BOUNCE

If a candidate's email address bounces, after the candidate has been set up on Xavier, there will be a notification on the candidate's screening that looks like this:



Overall Status

Required from Candidate

Emails to this candidate are bouncing, please check and correct it [here](#)

Identity Verification