



How to...view Pre-Employment Check details

Purpose:

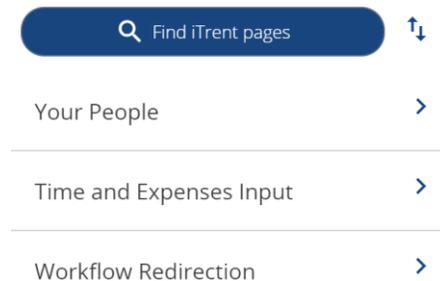
This guide will show you how to...view pre-employment check details including Disclosure and Barring Service (DBS) and Health Professions Council Membership (DBS/HCPC) details within **People Manager** in Your HR.

Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **People Manager Homepage**

Viewing check information

- Click on **Your People** in the menu



- Select the required employee from your list of direct reports which will be presented on the dark pane on the left hand side of the screen:

 Mr Joe Test

 Mrs Poppy Tests

 Miss Samantha Tests

- Click **Pre employment checks** and then **Checks**



- The **checks** screen will be displayed. On appointment, pre-employment checks will have been completed and the necessary information entered. If no checks have been entered a message will appear saying “No summary information has been found for this person”.
- If checks have been entered, click on the **plus sign** to expand the checks information

+ Checks

- Click the **plus** sign again to view details of the check you wish to view



- If you click on the date of any entry, you will be able to view the detail of the check.

Check details DBS - Enhanced Childrens ↻ 🖨 📎

Name* DBS - Enhanced Childrens ▾

Check method* Online ▾

Date consent given 26/01/2023 📅

Date checked 26/01/2023 📅

Checked by Mr Craig West 🔍 ✕

Renew date 26/01/2026

Save New

- You will not need to update the information on this page - the screens are **read-only**.
- The HR Service centre will continue to process and enter data on the DBS/Barring checks.

Notifications

- Neither you nor your employee will receive any notifications if information is updated or added,
- Expiry notification emails will be sent to you and your employee 30 days before HCPC registration or DBS is due to expire.

Returning to People Manager Homepage

- Click the Logo in the top left-hand corner of the screen
- If you would like to stay in this employee's record to view other information, click on the employee's name to return to the main **Menu**.

For further information or support please refer to Your HR on the [Intranet](#) or contact via email: hrandpayroll@warwickshire.gov.uk or phone on 01926 738444

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