

Implementation Guide

Follow this guide to complete your ClearCo implementation over the next 2 weeks.



Implementation Checklist

- ☐ Watch Training Videos Below
- ☐ Send Setup Information
- ☐ Login to Clear Company
- ☐ Practice
- ☐ Start Using the System !

Training Videos

- Click [here](#) to watch the ClearCo Recruiting System Instructional Video.
- Click [here](#) to watch the ClearCo Performance Management Instructional Video.

Send Setup Information

Logo

- Recommended Size: 250 X 250
- File Type: JPG or PNG

Applicant Tracking System (if purchased)

- Applications
- Offer Letters
- Interview Scorecards

Onboarding System (if purchased)

- List of states you hire in
- Custom documentation specific to your organization's hiring process
- We provide these forms complimentary:
 - W - 4
 - Disability
 - Personal Data Form
 - I - 9
 - VEVRAA
 - Direct Deposit Form
 - EEO

Login

Your account is being created! You'll be receiving an email from our Setup team with your login information shortly.

Practice

Take time to familiarize yourself with your ClearCo:

- Review ClearCo's pre-built content
- Test the Content

For guidance, use the **Resource Center** in ClearCo. There, you will find In-App Tutorials, Help Articles, Learning Courses, Support Chat, and Announcements.

Start Using ClearCo!

- Recruiting Clients: Your Free Job Board Feed (Indeed, Glassdoor, ZipRecruiter, Monster, LinkUp) will be activated once implementation is complete.
- Recruiting Clients: Please review this [Career Site Widget Tutorial](#) to set up your Career Site Widget.
- For additional guidance, leverage the Resource Center in ClearCo.

Performance Management System (if purchased)

- Performance Review Templates
- Performance Review Workflows

Complete and Send Us Your Setup Sheet

(attached to your Welcome Email)

No documentation of your own?

Request our Standard Content from our Setup Team