APPROVING A UK NATIONAL WORKER

Scenario Introduction

A UK passport holder has registered on Dashboard with a UK passport as evidence. The Departmental Assistant is required to review the Right to Work panel and documents and hold a meeting to check the likeness of the worker to the document.

Log in

Log in to Dashboard and the following screen will be displayed.
Find the registered worker

Select **Profiles**

Then Select **Schedule for Interview**

Workers who have completed their registration will be displayed with a green tick to the right-hand side of their name.
Schedule the Interview

Click on the **Schedule** for interview button

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Complete?</th>
<th>Last Modified</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Renny</td>
<td>x</td>
<td>26/05/2022</td>
<td>preview</td>
</tr>
<tr>
<td>Eric Dewhurst</td>
<td>✓</td>
<td>21/06/2022 16:28</td>
<td>preview</td>
</tr>
</tbody>
</table>

Enter the date and time of the Right to Work interview and click on the **Ok** button.

**Interview Schedule**

- **Select a Date**: 24/06/2022
- **Time**: 10:00

The schedule button will then change to read scheduled.
Record interview details

When the worker attends the interview review their passport and record that this check has been carried out.

In Profiles, Schedule for Interview, click on the Workers name

This will open the following screen where you can see that Compliance requires completion. You can view the Right to Work documents of the worker in the Right to Work tab where the worker will have uploaded a copy of their documentation for you to use to conduct a visual Right to Work check (in person or virtually).
The first part of the screen can be used to record Visa Expiry Date and DBS details where applicable.

Scroll down to see the Right to Work fields.
Enter Right to Work details - the full name (not initials) of the person who checked the Right to Work and the date that it was checked.
Click on the **Update** button to save the changes.

A confirmation banner will be displayed:
The Compliance panel will now be marked complete, and the Worker is awaiting approval.

Approving the Worker

Return to Profiles, Schedule for Interview

Click on the Approve button
Click on the **OK** button to confirm

The confirmation banner will be displayed.

The Worker will now appear In Profiles, Approved

And can be assigned work from Workers, Unassigned Workers.