

Checkr

Introduction

Checkr can provide a PostMan collection to a customer to help new customers get a clear understanding of the Checkr Invitation Workflow.

This document assumes that you have used Postman in the past and are familiar with how Postman works and basic developer concepts such as sending/receiving API calls are something you are comfortable with.

Instructions

1-time Setup

Postman Setup

- A Postman Collection JSON should have accompanied this document. You'll want to import this collection into your Postman workspace.
- Upon import, you'll see a new "Checkr Staging Collection" appear in your Collections
- Expand the collection and click on "Create Invitation" to open that request. From there, select the Body Section in the details pane. Unless otherwise instructed, you'll want to de-select the node option.
- Click on the Staging Collection and then select "Variables" from the configuration pane. You'll make a quick configuration change to the api_key value by completing the next set of steps.
- While you're in the collection, look over the variables that are present.
- Finally, unless you're instructed to otherwise, de-select (remove the checkbox next to the account_node variable, as you likely will not need to send that attribute to Checkr.

Note: If your account will be set up to use Account Nodes and Account Hierarchy, Checkr will provide additional instructions to you on how to create a first node, assign packages and, finally, to enable the node attribute to be included as part of the invitation API call.

Checkr

Checkr Staging Environment Setup

- If you do not yet have admin access to your [Checkr Staging](#) account, reach out to your Checkr Implementation leader or to the Checkr project business lead within your company to have a user created for you.
- Next, you'll need to create, at a minimum, a Secret Token for Checkr API access.

Follow the instructions outlined here: [C Account Settings](#)

- If you have a webhook endpoint that you can use for testing / configuration purposes, you can define that at this time as well.

NOTE: Make sure that you're using a SECRET API Token and a LIVE Webhook Server

- Copy the Secret Token value that you just created to the clipboard and return to Postman. Find the api_key collection variable in the Checkr Staging Collection and paste the API key into the value.

Using the Postman Collection

The Checkr Staging Collection is intended to be educational in nature and demonstrate how a candidate's information can flow through the Checkr system. When you run the collection, Postman will pull the defined collection variables and send them along as parameters to Checkr's staging system through API calls.

Each step of the process will output a short console entry explaining what step is being taken and whether you should have received any webhooks as part of that step. You are encouraged to review each of the steps in the collection to better understand how data is communicated to and from the Checkr platform, as this will help you build out your Checkr-hosted Invitation Integration.

While you may use any candidate PII (personally identifiable information) in Staging, Checkr [has provided](#) you a specific set of candidates that have been mocked up to respond in a specific way.

Your account will have one or more packages defined for your account. Checkr will provide a set of package slugs that you can use when requesting background checks through API calls. You can alternatively use your API key and query the /packages endpoint to retrieve the valid set of package_slugs assigned to your account. Until you are more familiar with the Checkr API, we recommend that you use the values supplied by the Checkr Implementation team.

Checkr

Note: Using the default Checkr package from the Postman collection, or entering one that isn't associated with your account will cause the collection run to fail.

Select a package slug, either from the packages endpoint or one supplied from Checkr. You'll need to return to the Collection's variables screen. Here, enter that value into the package variable's value.

Adjust other PII as needed. For example, you'll want to change the email address for the requester to an address you can check. You can reference the Mocked Candidates sheet that Checkr can supply to you.

If you choose to use a different set of PII not on the Mocked Candidates sheet (or the one included in the collection by default) then your report will not complete.

You'll then click on Run in the right of the Details Pane, or click on the 3-dots on the right of the collection and select Run Collection. Leave the iterations at 1. You'll not have a data file. Other values can remain at default.

To watch the Postman collection interact with your Checkr account, you need to view the Postman Console. You can reveal this by going to the View Menu and selecting "Show Postman Console". You may want to display the network calls in-line with the console statements that are printed. To do so, remove the checkbox next to Hide Network.

You're now ready to click on Run Checkr Staging Collection!

As the collection runs, you'll see various statuses reported. About half-way through, you'll be advised that an invitation has been created and you need to complete it. Go ahead and open the URL in a browser and step through the pages. You'll need to re-enter the SSN value, although other values should be pre-populated for you and correspond to the values set in the collection variables.

If you have a webhook server, you'll be able to see the webhooks come in real-time as well. The collection will loop while it waits for you to complete the invitation. If 10+ minutes go by and you've not completed it, the collection will stop.

Staging Test Data

You can use the following candidate information to generate different types of report statuses.

Candidate Attribute	Clear	Consider (Crim)	Consider (MVR)	Exception
first_name	Alex	Jen	Sam	John
middle_name	-	Moose	-	-
last_name	Taylor	Kasp	Sorokin	Adams
SSN	544-21-5544	112-12-1122	544-26-5544	110-11-1100
DOB	1983-02-10	1983-02-10	1983-02-10	1983-02-10
driver_license_number	A2315178	S1223334	A2365678	M2133344
driver_license_state	CA	CA	CA	CA
zipcode	10133	94088	10124	94088