



Check Status Definitions



GREEN: Positive or Completed

New Zealand Banned & Disqualified:(No Match Found)

The applicant could not be found in the relevant database so if a New Zealand Ministry of Justice Check had been ordered and the status was No Match Found, this would mean the candidate does not have any disclosable court outcomes.

BLUE: Manual Processing

New Zealand Bankruptcy:(Manual Processing)

This could mean a potential match has been found or the check needs to be conducted manually by one of the fit2work Operations Team.

RED: In Progress

NZ Ministry of Justice Criminal Check [NZ Ministry of Justice Criminal Check - Silver]
(Processing)

Or

New Zealand Driver Licence:(More Information Required)

Red denotes checks that are in progress. Either they are being processed by our operations team or third-party suppliers, or more information is required/has been provided by the candidates to submit the check for processing.

MAROON: Match Found

Australian Credit Check:(Match Found)

Depending on the check this could be a positive or negative outcome. For example, a match result for a MOJ check indicates the applicant was found in the Ministry of Justice database and has disclosable court outcomes. A match outcome for a Bankruptcy Check would also mean a filing has been found on for that applicant.

However, if a match is found for a Credit Check, this simply means the candidate has a credit file with Equifax.

PURPLE: Incomplete, not submitted, employee to complete

Short Psychological Risk Assessment:(Employee to Complete)

This colour code denotes checks for which are pending candidate's data entry to be completed and submitted.

The table below outlines examples of check statuses and their definitions:

Status	Definition
Processing Now	The applicant's check is currently processing.
More Information Required	More information is required from the applicant before this check can be processed
More Information Provided	More information has been provided by the applicant therefore the check can be reviewed again before sent for processing
Match Found	A positive match has been found after a manual investigation and the applicant has Disclosable Court Outcomes on their record (MOJ Check). For Directorship and other financial checks, this means a match has been found in the relevant databases.
No Match Found	A clear result has been returned and the applicant has No Disclosable Court Outcomes . For Directorship and other financial checks, this means no match has been found in the relevant databases.
Referred for Manual Processing	A potential match was found by the MOJ Usually checks are referred for manual processing because the applicant's name or date of birth may be the same or similar to the personal details of someone who has a criminal history. A manual investigation is required to confirm the match relates to the individual being processed. The Authorised officer will be notified by email once the result has been finalised and is viewable on the <i>fit2work</i> system.
Error Processing	There was an error processing the check. Please contact <i>fit2work</i> for further assistance.