



CANDIDATE GUIDE TO COMPLETING AN EMPLOYMENT MEDICAL CHECK

You will receive an email and/or text request to complete an Employment Medical Check OR you will be physically provided a *token* and a web address to sign-up or login to complete the reference check information.

Step 1: Login or Sign Up

If you are sent an email/text request, click on the link in the email **OR** go to www.workpro.com.au, 'Login/Sign Up' and choose the Country/Region (AUS or NZ).

If you are not yet registered for WorkPro, 'sign up for an account'.

If you already have a WorkPro account, enter your existing Username OR 'Continue with Google or Microsoft'.

WorkPro
Australia

Log in to your account | or sign up

Enter username

CONTINUE

OR

Continue with Google

Continue with Microsoft

Forgot your username? • Sign up for an account

Go Back

Choose this option if you have not used WorkPro before

When you have signed up and/or logged in, enter the single use Token that was provided in the request or physically given to you and 'Continue'.

Hi **Candidate**, welcome to WorkPro!

Your username is candidate

What would you like to do today?

- Start a new session.**
You've been requested to complete some tasks and have a new Token to use.

[Where's my Token?](#)
- Resume a session.**
You've already used your Token, but still have tasks to complete.
- View your Profile.**

CONTINUE

If you have already logged in using the single use token, Select 'Resume a session' and 'Continue' instead.

Step 2: Start the Application

Select 'Medical Checks' from the left-hand side of the screen, and 'Start' the Medical Check.

WorkPro Demo Candidate

Medical Checks

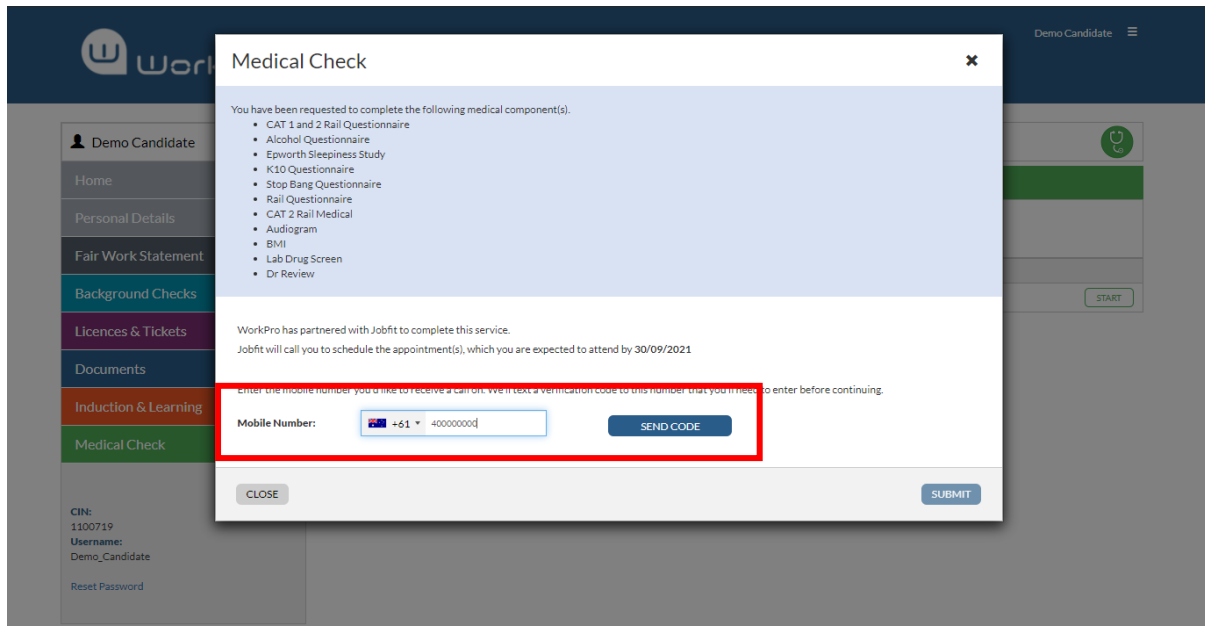
1 medical check requested

You have been requested to provide details for the medical checks listed below.
For each requested check click Start to enter and submit your information.

Check Type	Requested By	Request Date	
Medical Check	WorkPro	07/09/2021	START

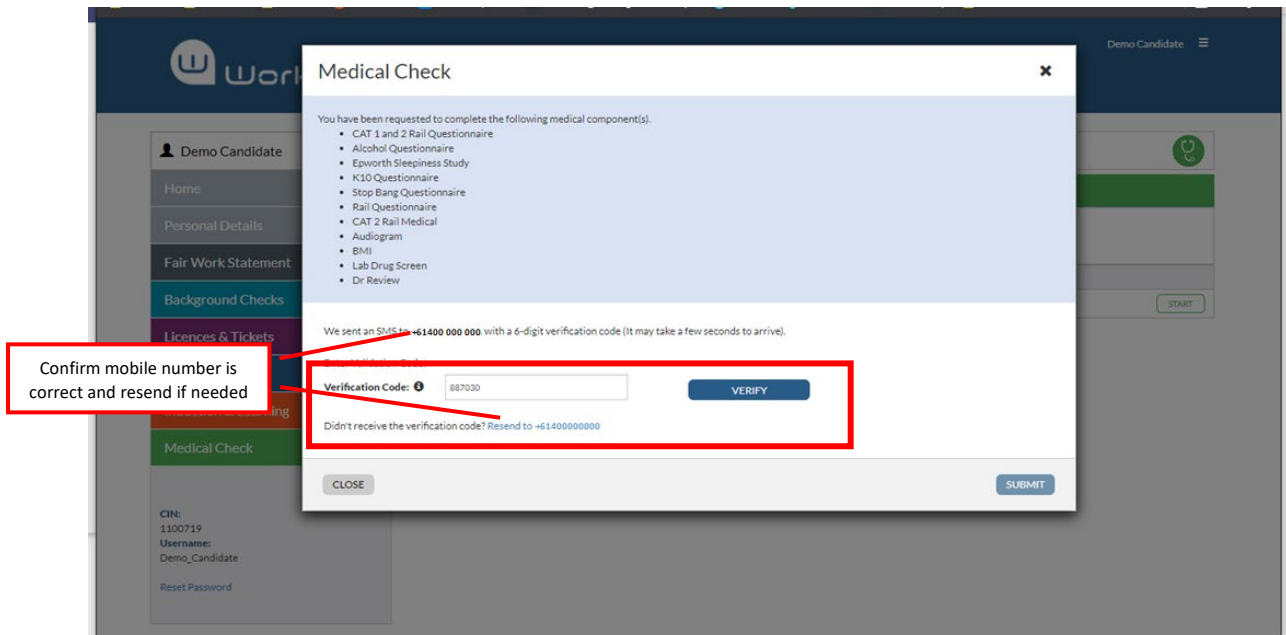
The medical checks you have been asked to complete will be listed at the top of the screen. You will first be asked to verify your mobile phone number. Please enter a valid mobile phone number and 'Send Code'.

WorkPro need to verify your mobile number as it is used by our partner provider, Jobfit, to confirm your appointment details once submitted.



Within 10 minutes you will receive a text message containing your 6-digit 'Verification Code'. Carefully enter your code and 'Verify'. If it has been longer than 10 minutes and you have not received a text message, double check the number you entered is correct, or choose to 'Resend'.

Note: Once received, your code will remain valid for 30 minutes. Please enter this as soon as you can to avoid having to repeat this process.



Step 3: Submitting the Application

Once your mobile number has been verified, complete the requirements, and 'Submit':

- Date of Birth
- Gender
- Preferred clinic location from Jobfit's available network
- Read and accept the Terms and Conditions

Note: The 'Submit' button will remain greyed-out until you have provided the required number of referees

Medical Check

You have been requested to complete the following medical component(s):

- CAT 1 and 2 Rail Questionnaire
- Alcohol Questionnaire
- Epworth Sleepiness Study
- K10 Questionnaire
- Stop Bang Questionnaire
- Rail Questionnaire
- CAT 2 Rail Medical
- Audiogram
- BMI
- Lab Drug Screen
- Dr Review

Personal Details

Date of Birth: 06/04/1985

Gender: MALE FEMALE OTHER

What is your preferred location to attend the appointment(s)?

Country: Australia

State: VIC

Branch: TULLAMARINE


I accept the Terms and Conditions and understanding a booking representative will call me within 48 hours to organise the appointments.

CLOSE SUBMIT

Once you have completed the task on your WorkPro candidate profile, the details of the check will be sent directly to Jobfit to confirm the appointment location and time within 24-48hrs.

Note: Yes, please bring your driver's licence or other photo identification to your Employment Medical Check. You will not be able to have your medical without it.

If you wear spectacles, contact lenses or hearing aids, you must also bring them with you.



You're all done.

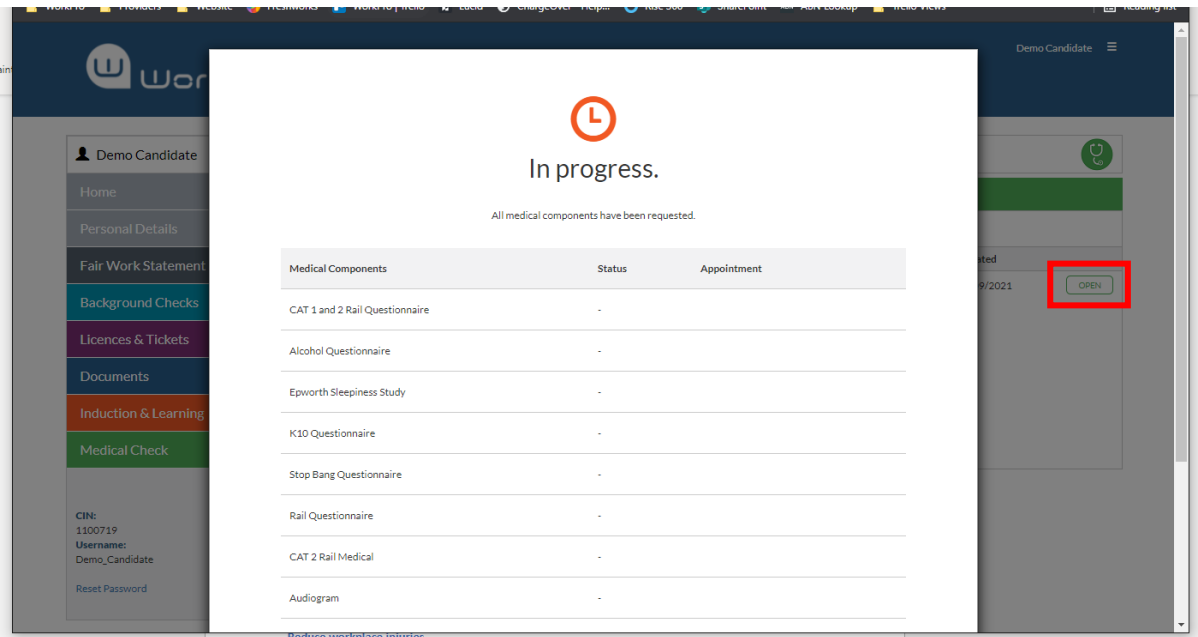
Jobfit will call you within 48 hours to schedule the appointment(s).

You've provided all the details we need.

If any further details are required, you'll be notified immediately.

CLOSE

The medical check status will be updated from to 'In Progress' on your candidate profile. You can view individual medical component statuses by Opening the check against the your WorkPro candidate profile:



Status	Occurs When
-	Candidate details submitted to Jobfit, booking not yet made. Allow up to 48hrs from submission.
Booked	Candidate appointment booked with Jobfit
Cancelled	Check has been cancelled more than 24hrs before appointment time - no late fees incurred.
Late Cancellation	Check has been cancelled within 24hrs of appointment time - late fees incurred*.
Did not attend	Candidate did not attend appointment. Fees incurred*.
Patient Arrived	Candidate is currently at the appointment.
Patient Seen	Candidate has completed the appointment. Allow up to 48hrs for results report to be available.
Completed	Results report has been received from Jobfit and Employment Medical Check complete.

* Not attending your scheduled appointment OR cancelling within 24hrs of the appointment time will result in additional fees for your employer or recruiter.

Once the medical check is completed, your employer or recruiter will receive an email notification and the check status will be updated to 'Finalised' on your dashboard. The Medical Report is visible by your employer or recruiter against the check record on your candidate profile, but is not visible to you on the candidate dashboard view.

Note: In line with the strict medical privacy policy and processes that must be adhered to regarding the collection and dissemination of personal medical information, the Certificate is accessed by your employer or recruiter via a 'live link' into the Jobfit system and not stored in WorkPro. You do not receive a copy of the report.