

Pre-employment screening is vital to ensure you are prepared for your role. This may include an induction, work rights check and licence verification.

DFP Recruitment Services has partnered with WorkPro, an industry best practice in web based employment screening and compliance to deliver our requirements.

WorkPro is web-based, so once you have registered and have completed your employment requirements those details will be permanently stored in your profile. This means you can securely share the information with any potential employer in the future by providing them your CIN & PIN.

If they are licensed to use WorkPro, they will be able to view, validate and process your information, saving you from having to complete the same paperwork and process each time you apply for employment.

To register and complete your training, please follow the steps below:

1. Go to <https://www.dfp.com.au/eservices/employees>
2. Log into DFP Workspace using the unique username and password sent to you in your welcome email.
3. Click on the Safety Icon to be directed to Workpro.
4. Click "REGISTER" and complete the registration form.
5. Please note that if you are not an Australian Citizen, you will need to provide passport information.
6. If you have licenses/tickets that relate to your employment, remember to enter the details to be set up to receive automatic email reminder alerts.
7. Click 'submit' and follow the instructions
8. If you supplied an email address as part of your registration, an email will be sent confirming your WorkPro username (If you are using gmail, yahoo or hotmail, you may need to look in your 'junk mail' box for the information).
9. Log in to WorkPro with the username provided and the password you registered (DO NOT COPY AND PASTE YOUR USERNAME IN TO THE LOGIN AREA).
10. Enter the **MAC: 13198647031** and follow the instructions.
11. Once you are logged in to the portal, select 'Induction/Training' at the top of the page, select **Module 11- WHS & EEO**, re-enter the MAC and complete your training.
12. Once you have completed your training, you can log out – you are now finished your screening program. We have been sent an automatic email alert of the completion of the requirements.
13. Your CIN and PIN and details of your course will be emailed to you for future reference.
14. Please note DFP Workspace may continue to alert you that your safety induction is outstanding for a short period after completion. Please disregard this alert as there may be a delay with Workpro updating your DFP Workspace profile.

Should you have any questions or problems, please call us on 1300 337 000.