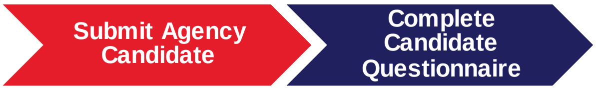
How to Submit Agency Candidate – Contingent Worker

Audience/s:
Recruitment Agencies

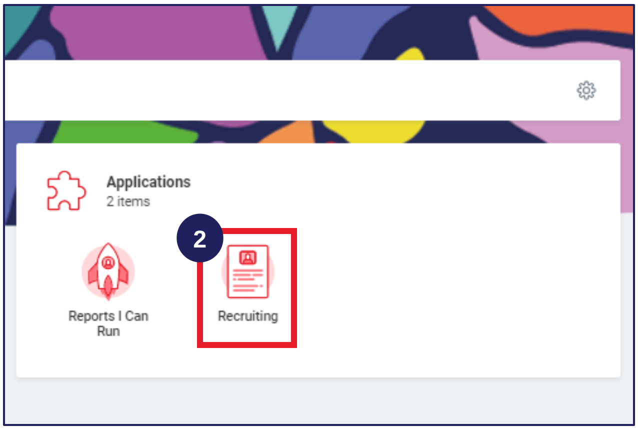
Overview

Once a job has been posted to an agency, agencies can submit suitable candidates for open requisitions using the Workday portal.

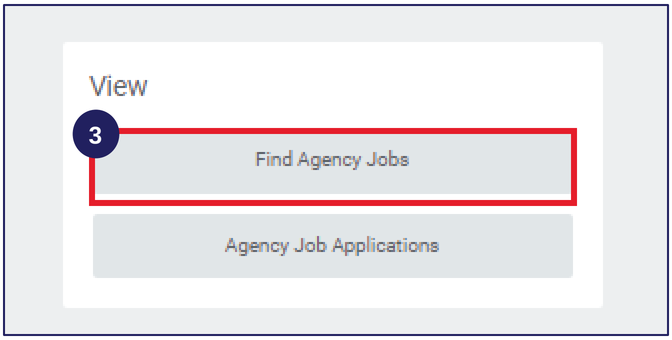


Steps:

1. Log into Workday using your username and password.
2. Click on the **Recruiting Worklet**.



3. Click on the **Find Agency Jobs** option to view all jobs posted to agencies for recruitment.



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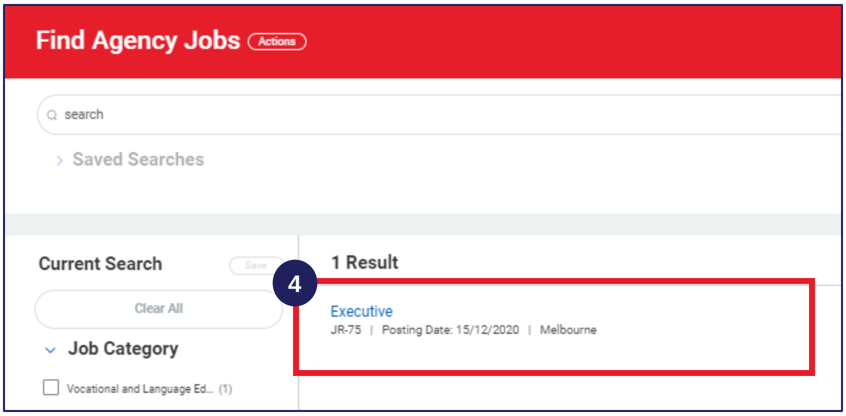
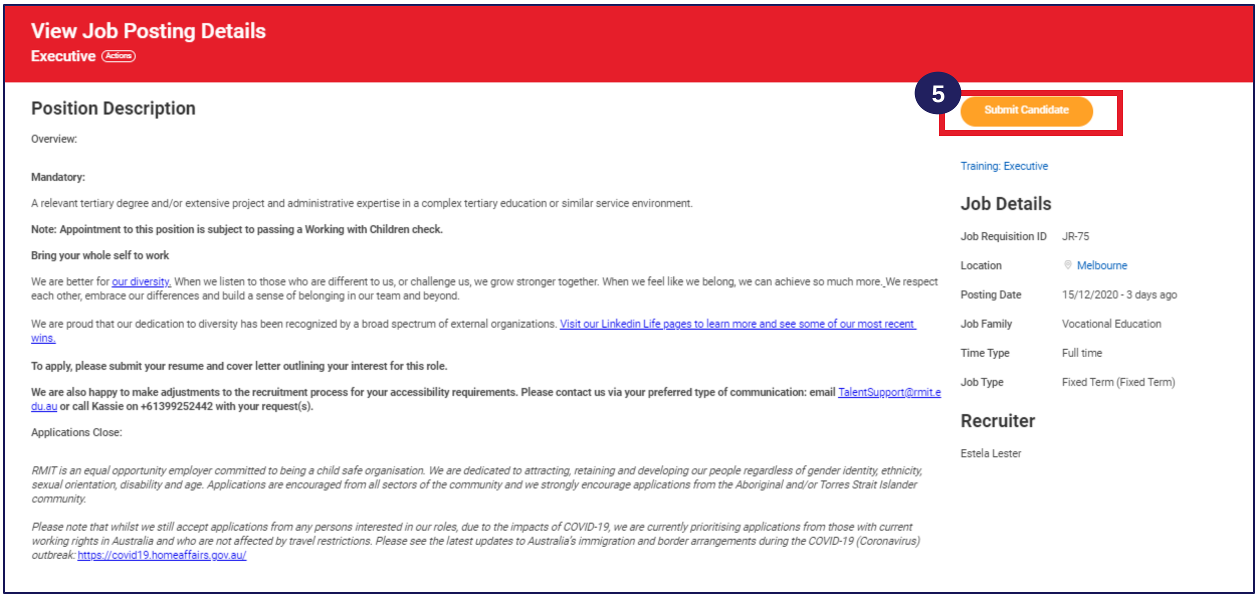
4. Click on the relevant job posting to view recruiting details.



5. View recruiting details and click on **Submit Candidate.**



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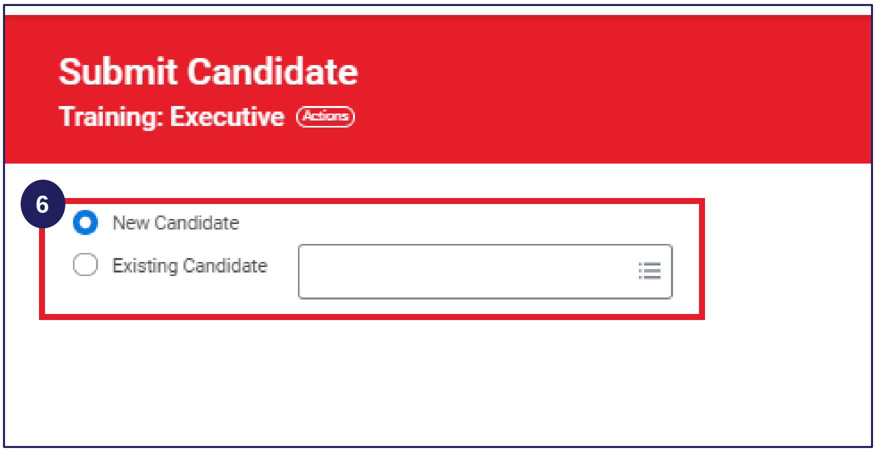
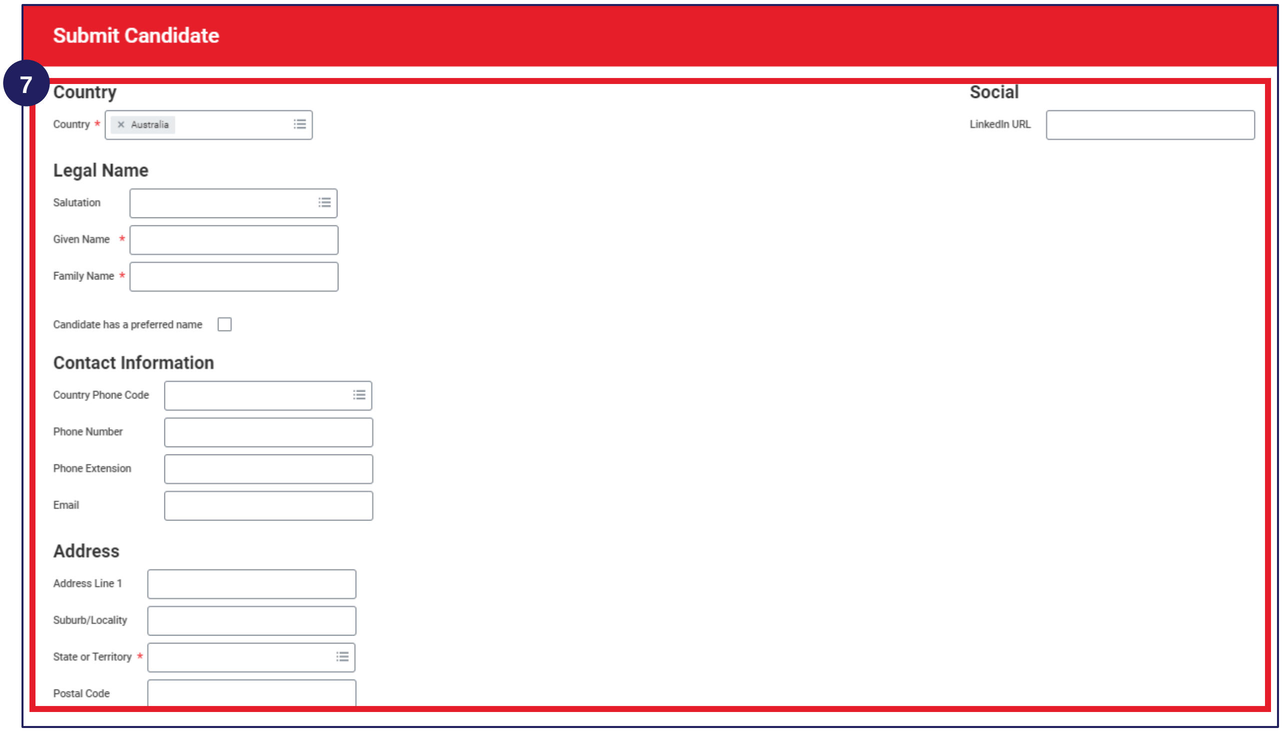
6. Select whether the candidate is a **New Candidate** or an **Existing Candidate**. For new candidates, information must be entered manually. For existing candidates, information is pre-populated based on existing data.



7. On the Submit Candidate page, enter the candidate's **Country**, **Legal Name**, **Contact Information**, **Address** and **LinkedIn URL** (if required).

Note: You may enter your contact details at the time of initial submission of candidate. However, the candidate's contact details must be updated at the time of finalisation of the assignment details to commence onboarding.



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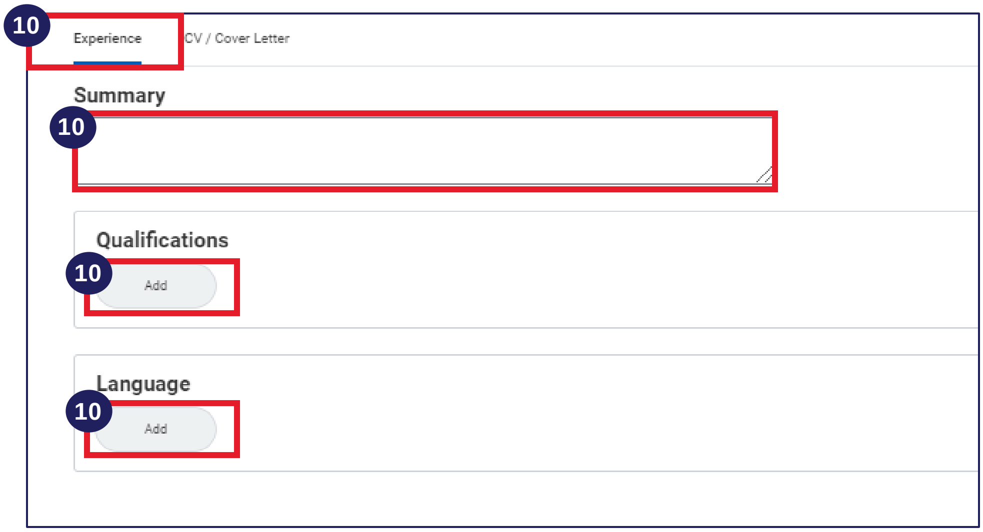
10. Click on the **Experience** tab. Enter the following details:
    - **Summary**: Enter a brief summary of the candidate's work experience.
    - **Qualifications**: Click on the **Add** button to enter the qualifications of the candidate.
    - **Language**: Click on the **Add** button to enter the details of the languages spoken by the candidate.



11. Click on the **CV/Cover Letter** tab. Upload the candidate's CV/Cover Letter.

12. Click **Submit**, **Save for Later** or **Cancel**.

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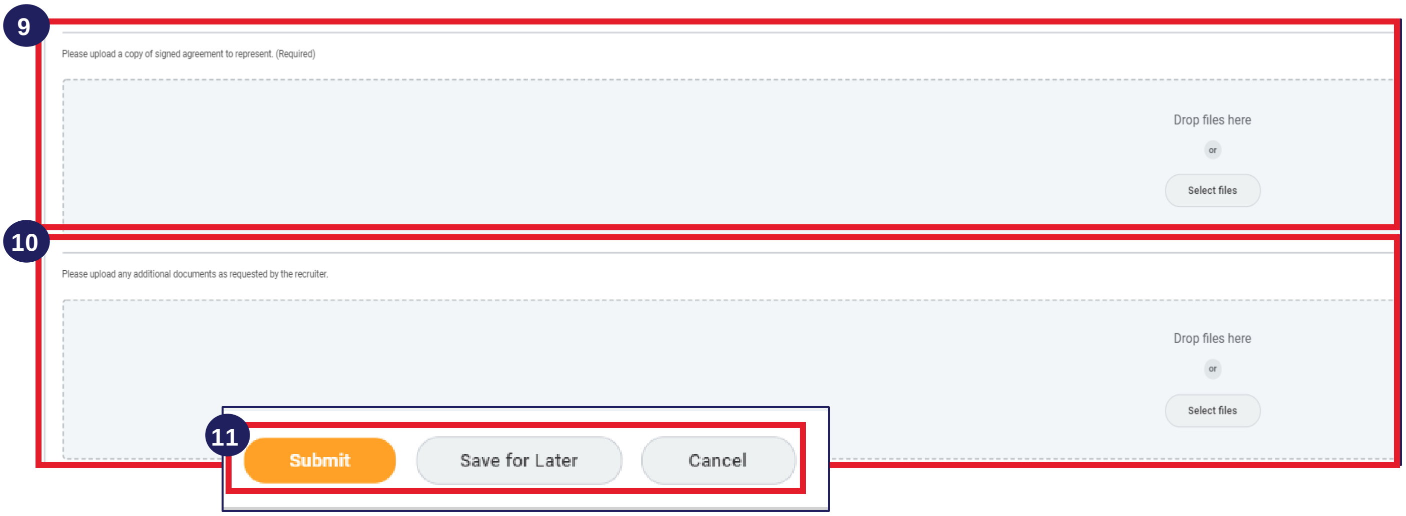
6. Enter **Proposed Hourly Rate of the Candidate** (in local currency).

7. Click on the calendar icon and enter the **Candidate's Earliest Availability Date**.

8. Enter the **Latest Date that the Candidate is Available to Work**.

9. Upload a copy of the signed agreement to represent. Click on the **Select Files** option to attach the relevant file. Alternatively, you can drop the file directly into the box.

10. Upload any additional documents as requested by the recruiter. Click on the **Select Files** option to attach any relevant files (if required). Alternatively, you can drop the file directly into the box.



11. Click on the **Submit** option to submit the candidate questionnaire. Alternatively, you can **Save** the completed questionnaire and submit it later or **Cancel** the candidate questionnaire.

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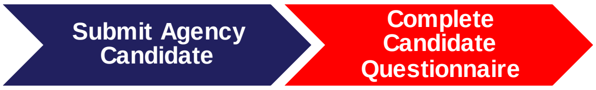
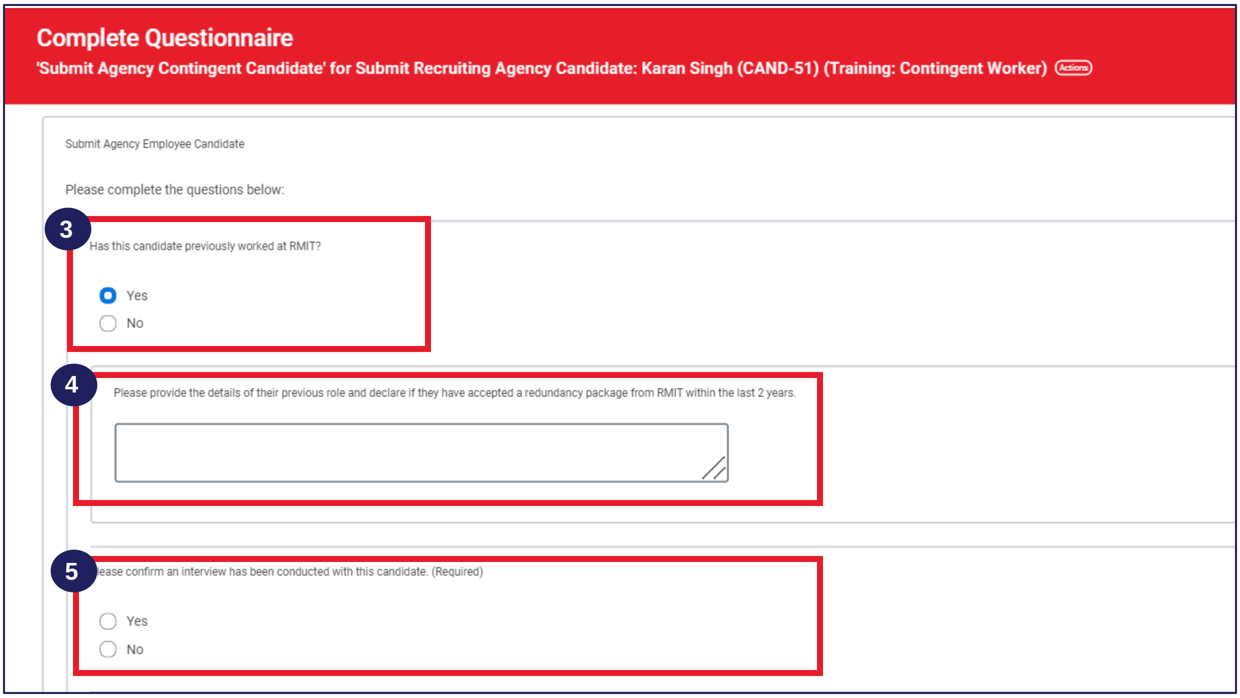
Overview

Once Agency users have submitted candidates for a job posting, they must complete the candidate questionnaire using the Workday portal. Agency users receive an inbox notification to complete candidate questionnaires.



Steps:

1. Log into Workday using your username and password.
2. Click on inbox item **Candidate Questionnaire.**



3. Select whether the candidate has previously worked with RMIT. If the candidate has previously worked at RMIT, click **Yes** and proceed to the next step. If the candidate has not worked at RMIT before, click **No** and proceed directly to step 5.
4. Provide details of the candidate's previous role and declare if they have accepted a redundancy package from RMIT within the last 2 years.
5. Select whether an interview has been conducted with the candidate.