

How to Submit Agency Candidates – Continuing or Fixed Term Candidate

Audience/s:

Recruitment Agencies

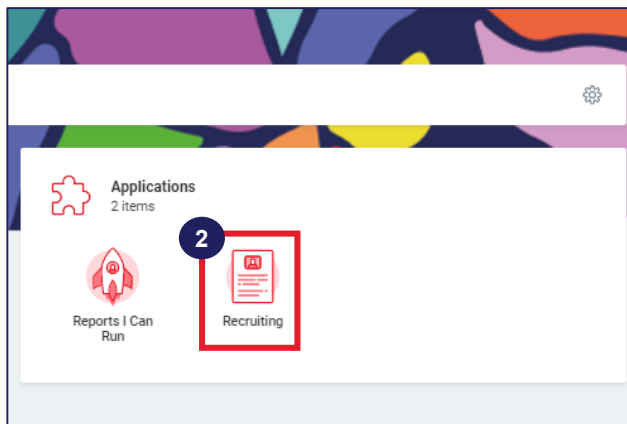
Overview

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

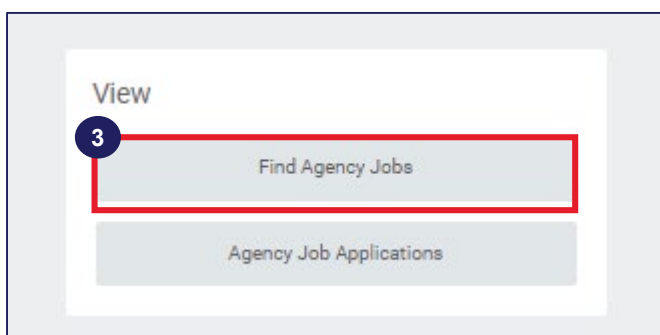


Steps:

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

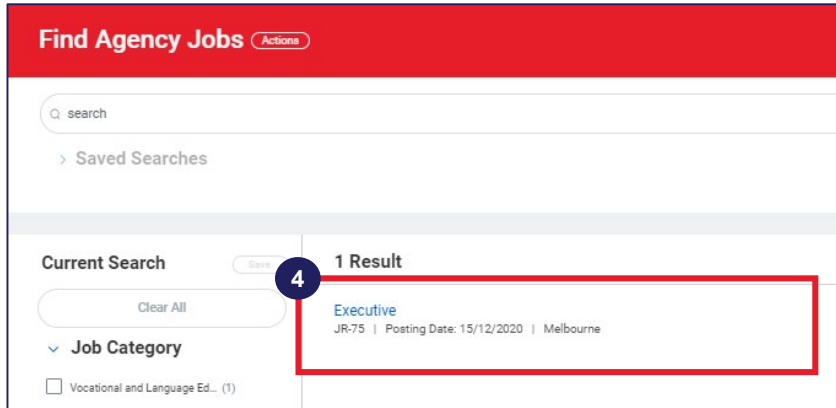


3. Click on Find Agency Jobs option to view all jobs posted to agencies for recruitment.

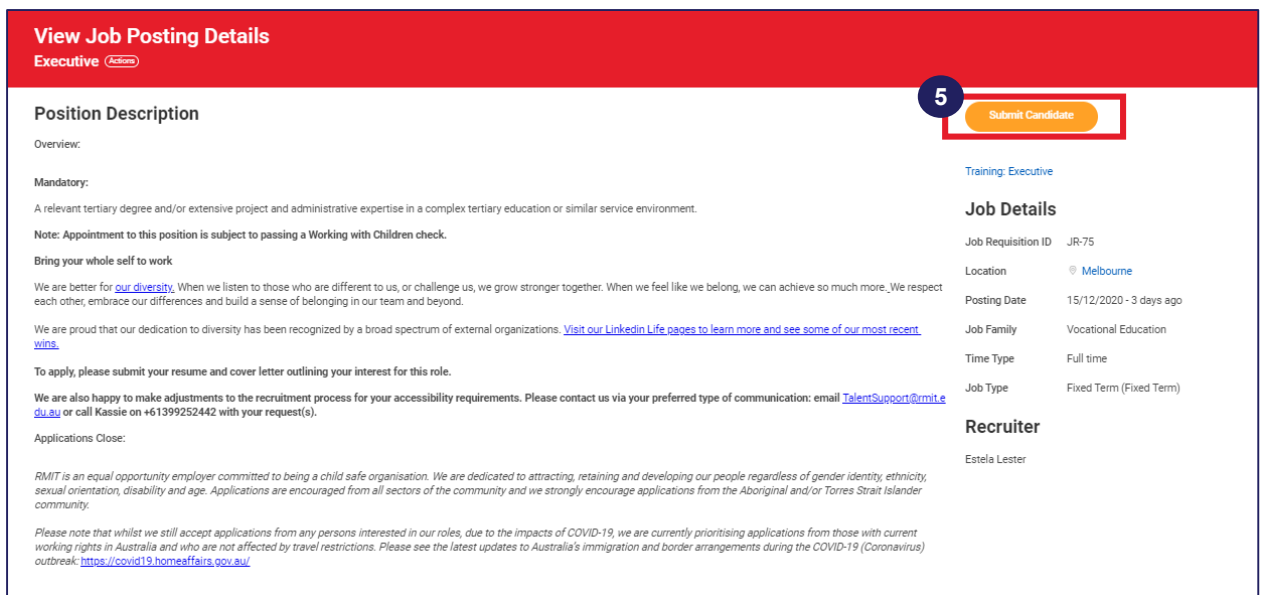


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4. Click on a job to view recruiting details.

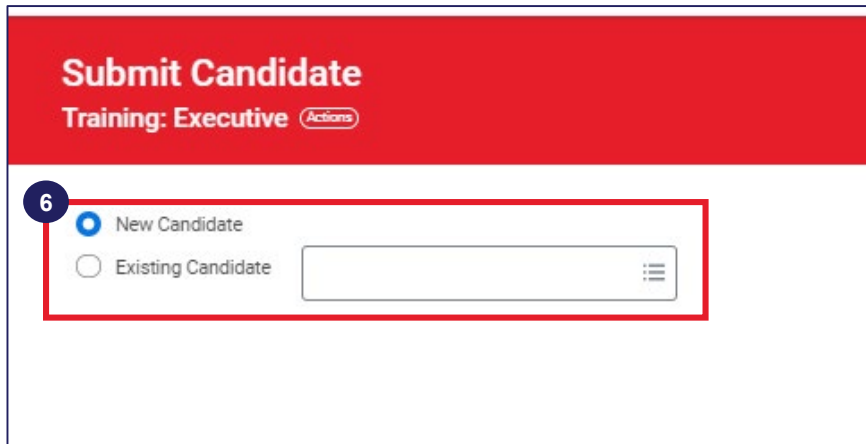


5. View recruiting details and click on **Submit Candidate**.



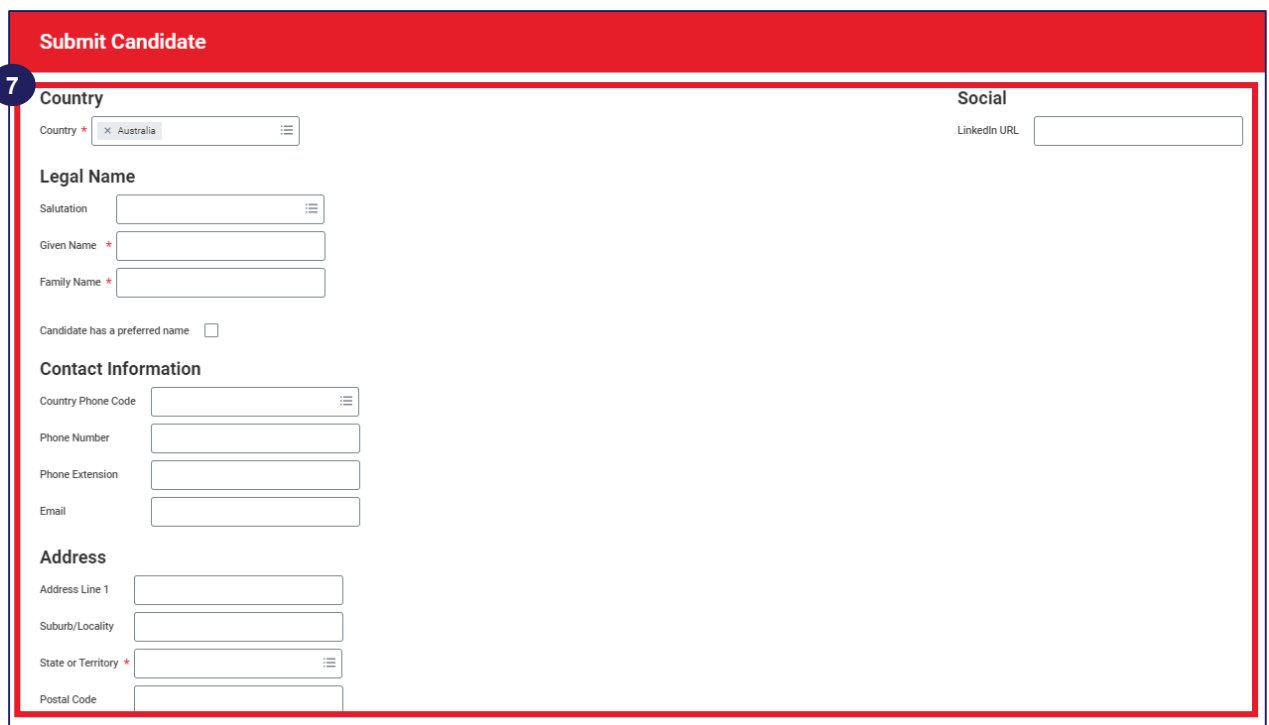
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6. Select whether the candidate is a new candidate or an existing candidate. For new candidates, information must be entered manually. For existing candidates, information is pre-populated based on existing data.



The screenshot shows the 'Submit Candidate' form with a red header. Below the header, it says 'Training: Executive' with an 'Actions' button. A red box highlights the selection options: 'New Candidate' (selected with a blue radio button) and 'Existing Candidate' (unselected with a white radio button). A blue circle with the number '6' is next to the 'New Candidate' option.

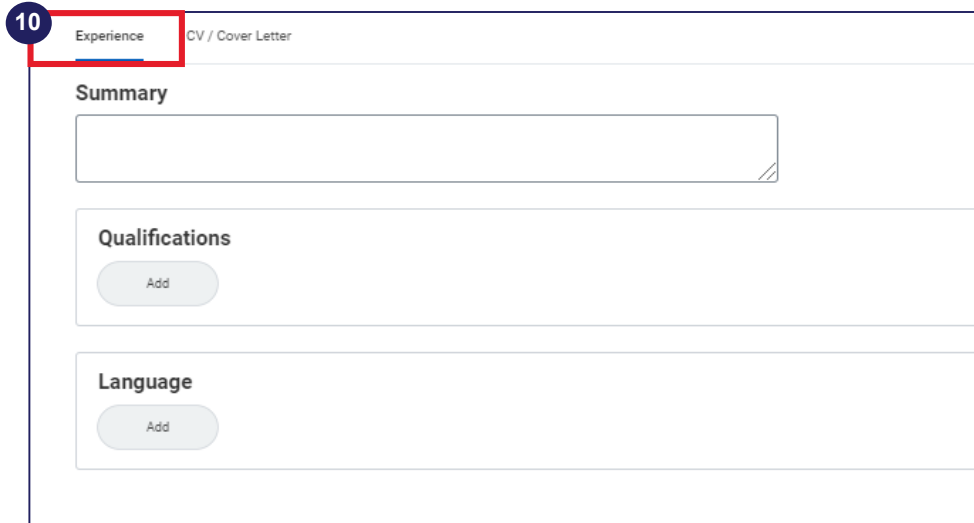
7. On the Submit Candidate page, enter the candidate's **Country**, **Legal Name**, **Contact Information**, **Address** and **LinkedIn URL** (if required).



The screenshot shows the 'Submit Candidate' form with a red header. A blue circle with the number '7' is next to the 'Country' field. The form is divided into several sections: 'Country' (with a dropdown menu showing 'Australia'), 'Legal Name' (with fields for Salutation, Given Name, and Family Name), 'Contact Information' (with fields for Country Phone Code, Phone Number, Phone Extension, and Email), 'Address' (with fields for Address Line 1, Suburb/Locality, State or Territory, and Postal Code), and 'Social' (with a field for LinkedIn URL). A checkbox labeled 'Candidate has a preferred name' is also present.

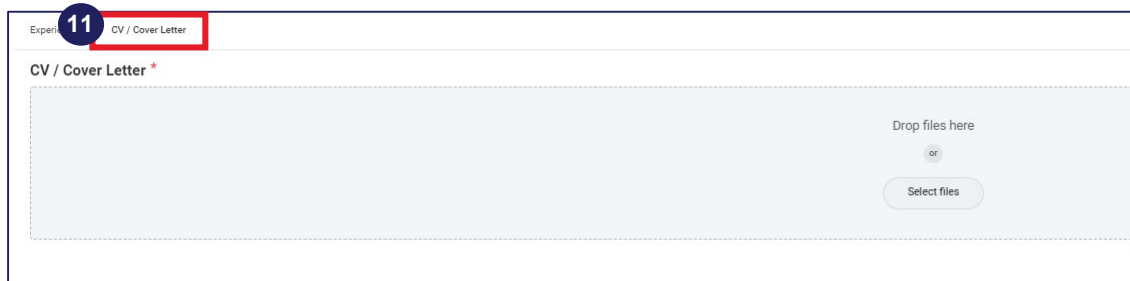
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10. Click on the Experience tab. Enter **Experience Summary**, **Qualifications** and **Languages**.



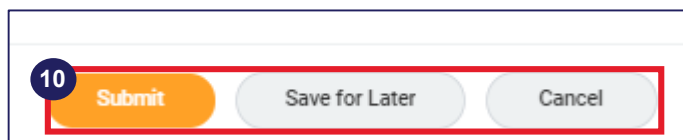
The screenshot shows a form with two tabs: "Experience" and "CV / Cover Letter". The "Experience" tab is selected and highlighted with a red box and a blue circle containing the number 10. Below the tabs, there are three sections: "Summary" with a text input field, "Qualifications" with an "Add" button, and "Language" with an "Add" button.

11. Click on the CV/Cover Letter tab. Upload the candidates CV/Cover Letter.



The screenshot shows the "CV / Cover Letter" tab selected and highlighted with a red box and a blue circle containing the number 11. Below the tabs, there is a large text area labeled "CV / Cover Letter *". To the right of the text area, there is a "Drop files here" instruction, a small "or" text, and a "Select files" button.

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



The screenshot shows the bottom of the form with three buttons: "Submit" (orange), "Save for Later" (grey), and "Cancel" (grey). The "Submit" button is highlighted with a red box and a blue circle containing the number 10.

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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, proceed to the next step. If the candidate has not worked at RMIT before, click 'No' and proceed to step 5.
4. Click 'Yes' and provide details of their 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.

Complete Questionnaire
'Submit Agency Employee Candidate' for Submit Recruiting Agency Candidate: Abba Smith (CAND-50) (Training: Talent Sourcing Advisor) [Actions](#)

Submit Agency Employee Candidate

Please complete the questions below:

3 Has this candidate previously worked at RMIT?

Yes
 No

4 Please provide the details of their previous role and declare if they have accepted a redundancy package from RMIT within the last 2 years.

5 Please confirm an interview has been conducted with this candidate. (Required)

Yes
 No

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6. Enter proposed salary expectations of the candidate (in local currency).
7. Enter the candidate's notice period.
8. Enter the candidate's earliest availability date.
9. Select whether you have cleared the candidate's work permit/eligibility to work in the country as advised.

The screenshot shows a web form with five sections, each with a red box and a circled number indicating a step:

- Step 6:** A text input field with the label "Please enter proposed salary expectations of the candidate. (Required)".
- Step 7:** A text input field with the label "Please enter the candidate's notice period. (Required)".
- Step 8:** A date input field with the label "Please enter the candidate's earliest availability date. (Required)". The field contains "DD/MM/YYYY" and a calendar icon.
- Step 9:** A radio button selection with the label "Have you cleared this candidates work permit status / eligibility to work in the country as advertised? (Required)". The options are "Yes" and "No".
- Step 10:** A radio button selection with the label "Does the applicant have any extended leave planned in the next 6 months? (Required)". The options are "Yes" (selected) and "No".
- Step 11:** A large text input field with the label "Please provide information.".

10. Select whether the applicant has any extended leave planned in the next six months. If yes, proceed to the next step. If no, then proceed to step 12.
11. Click 'Yes' and provide information on the candidate's planned extended leave in the text box.

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12. Enter a brief reason outlining why you believe the candidate would be suitable for the position at RMIT.

The screenshot shows a form with three sections. Step 12 is a text input field with a red border and a blue circle containing the number 12. Step 13 is a file upload area with a red border and a blue circle containing the number 13. It contains the text 'Please upload a copy of signed agreement to represent. (Required)' and a file upload interface with 'Drop files here', 'or', and 'Select files' buttons. Step 14 is another file upload area with a red border and a blue circle containing the number 14. It contains the text 'Please upload any additional documents as requested by the recruiter.' and a file upload interface with 'Drop files here', 'or', and 'Select files' buttons.

13. 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.
14. 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.

The screenshot shows three buttons: 'Submit' (orange), 'Save for Later' (light grey), and 'Cancel' (light grey). A red box highlights the buttons, and a blue circle with the number 15 is positioned to the left of the 'Submit' button.

15. 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.