Ready to Engage – Contingent Worker

Audience/s:
Recruitment Agencies

Ready to Engage Overview

Once a time and materials contingent candidate is chosen to be contracted by RMIT, a conversation occurs to confirm the final details. The agency user is then sent the T&M Engagement Finalisation Questionnaire. This process allows the agency user to securely confirm the engagement details in Workday.

Steps:

1. Log into Workday using your username and password.

2. Click on the inbox item **Contingent Engagement Finalisation**.

Complete Questionnaire

'T&M Engagement Finalisation' for Reference Check for Job Application: Karan Singh - JR29 General Maintenance Support-1 (CAND3)

28 second(s) ago - Due 17/02/2021

T&M Engagement Finalisation

To finalise the engagement process please complete the fields below:

Please enter the details of the engagement (As requested by RMIT). (Required)

3

Please enter the Candidate's email address (this will be used for RMIT account provisioning and onboarding). (Required)

4

3. Enter the **Details of the Engagement** as requested by RMIT.

4. Enter the **Candidate's Email Address**. This will be used for RMIT account provisioning and onboarding.

Please enter the Candidate's Mobile phone number. (Required)

5

Is the Candidate currently eligible to work in the country of the role? (Required)

6
○ Yes - Citizen
○ Yes - Permanent Resident
○ Yes - Work Visa
○ No - Require Visa Assistance

5. Enter the **Candidate's Mobile Phone Number**.

6. Select the candidate's citizenship status.

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Please specify the Candidate's gender. (Required)

9
- ◯ Female
- ◯ Male
- ◯ Non Disclosed
- ◯ Other
- ◯ Trans/Gender Diverse

10 Please enter the Candidate's date of birth. (Required)

DD/MM/YYYY 🗓

9. Select the **Candidate's Gender**.

10. Enter the **Candidate's Date of Birth**.

Please upload any documentation (As requested by RMIT).

11

Drop files here
or
Select files

12 Submit   Save for Later   Cancel

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

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