

How to Submit Agency Candidate – Contingent Worker

Audience/s:

Recruitment Agencies

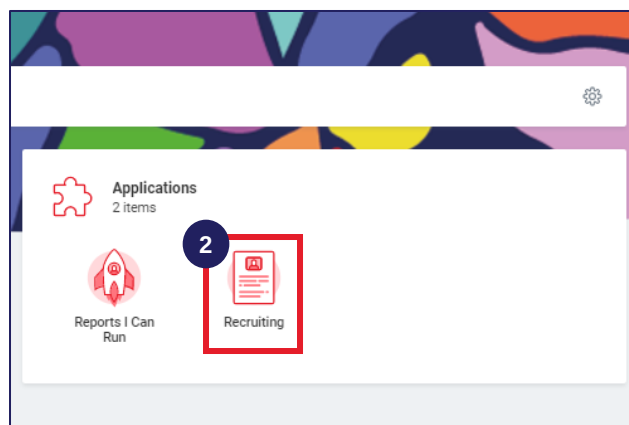
Overview

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

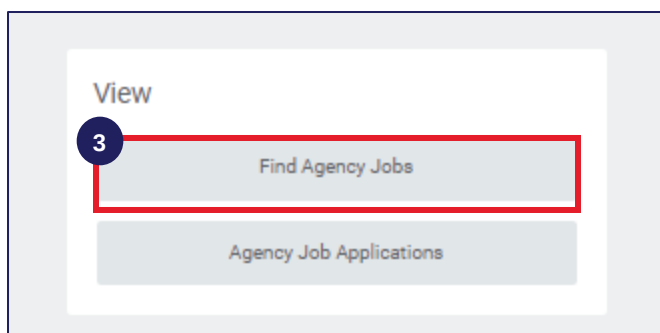


Steps:

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

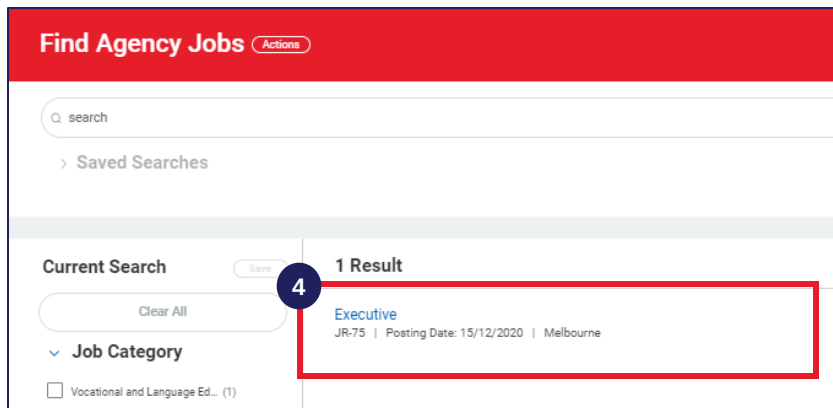


3. Click on the **Find Agency Jobs** option to view all jobs posted to agencies for recruitment.

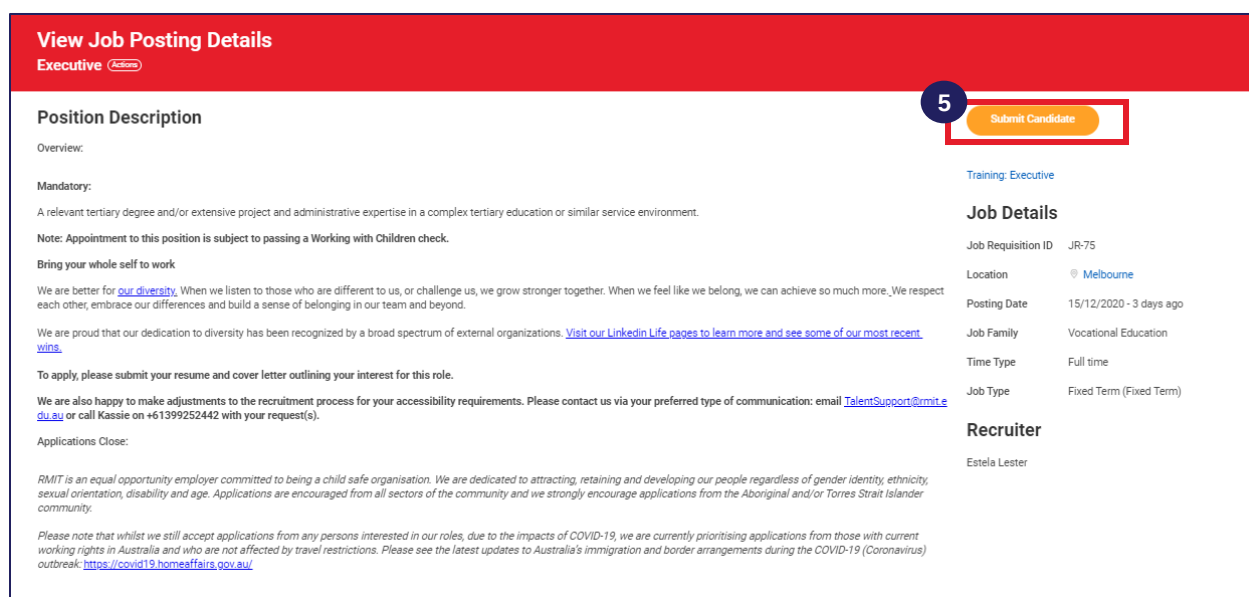


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- Click on the relevant job posting to view recruiting details.



- 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.

Submit Candidate

Training: Executive Actions

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☒ New Candidate

☐ Existing Candidate

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.

Submit Candidate

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Country

Country * Australia

Legal Name

Salutation

Given Name *

Family Name *

Candidate has a preferred name ☐

Contact Information

Country Phone Code

Phone Number

Phone Extension

Email

Address

Address Line 1

Suburb/Locality

State or Territory *

Postal Code

Social

LinkedIn URL

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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.

The screenshot shows the 'Experience' tab selected in a form. The tab bar at the top has 'Experience' and 'CV / Cover Letter'. Below the tab bar, there are three sections: 'Summary', 'Qualifications', and 'Language'. Each section has a red box around it with a '10' in a blue circle. The 'Summary' section has a large text input field. The 'Qualifications' and 'Language' sections each have an 'Add' button.

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

The screenshot shows the 'CV / Cover Letter' tab selected in a form. The tab bar at the top has 'Experience' and 'CV / Cover Letter'. Below the tab bar, there is a large text input field with a red box around it and a '11' in a blue circle. To the right of the input field, there is a 'Drop files here' label, an 'or' label, 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' (gray), and 'Cancel' (gray). A red box surrounds the buttons with a '12' in a blue circle.

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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**.

This screenshot shows the top portion of a web form. Step 6 points to a text input field for the 'Proposed hourly rate of the candidate'. Step 7 points to a date input field for the 'earliest availability date'. Step 8 points to a date input field for the 'latest date the candidate is available to work'. Each field has a calendar icon for date selection.

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.

This screenshot shows the file upload section of the form. Step 9 highlights the first upload area for a signed agreement, which includes a 'Drop files here' area and a 'Select files' button. Step 10 highlights the second upload area for additional documents, also with a 'Drop files here' area and a 'Select files' button. Step 11 highlights the bottom navigation bar containing three buttons: 'Submit' (orange), 'Save for Later' (light gray), and 'Cancel' (light gray).

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**.

Complete Questionnaire
'Submit Agency Contingent Candidate' for Submit Recruiting Agency Candidate: Karan Singh (CAND-51) (Training: Contingent Worker) [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

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.