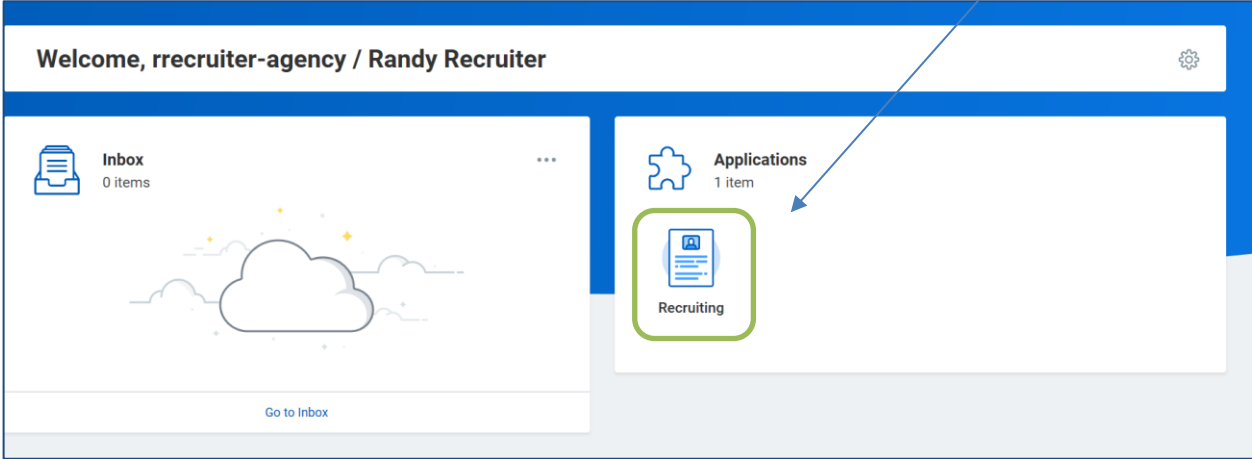
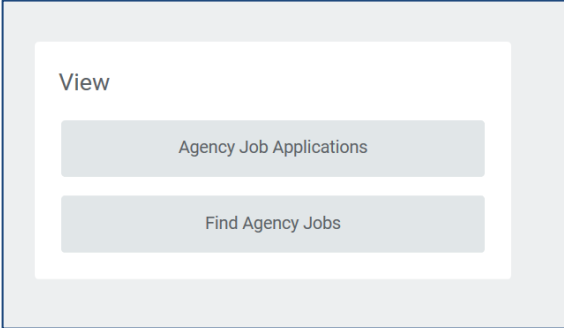
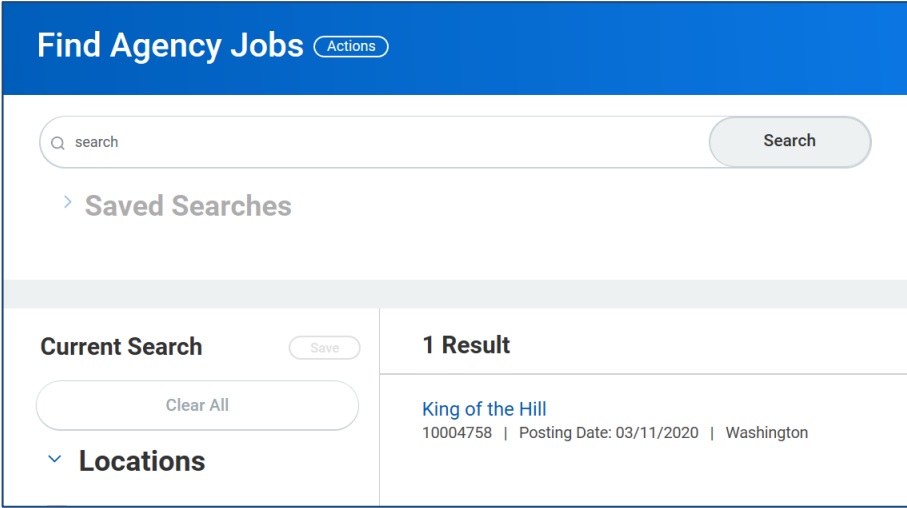



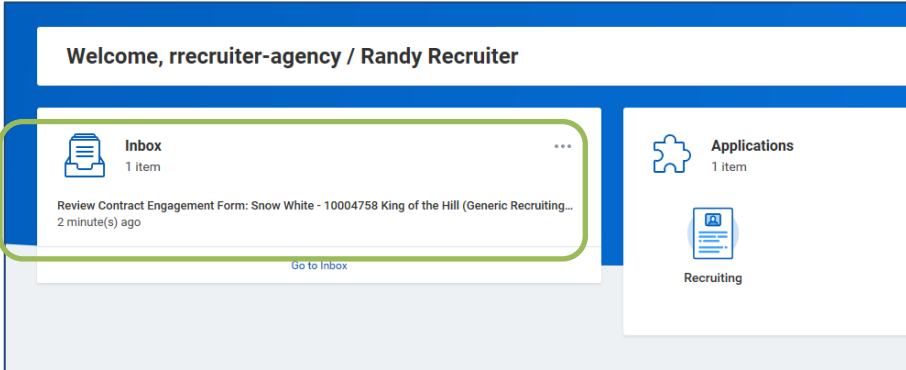
Purpose	Recruiting Contingent Workers via Agency Portal
Audience	Staffing Agency Users
Business Process	<a href="#">AAMC Contingent Worker Recruiting Process</a> ..... 1 <a href="#">Add Agency Users</a> ..... 7 <a href="#">View Agency Profile</a> ..... 8
Last Update on	3/9/2020

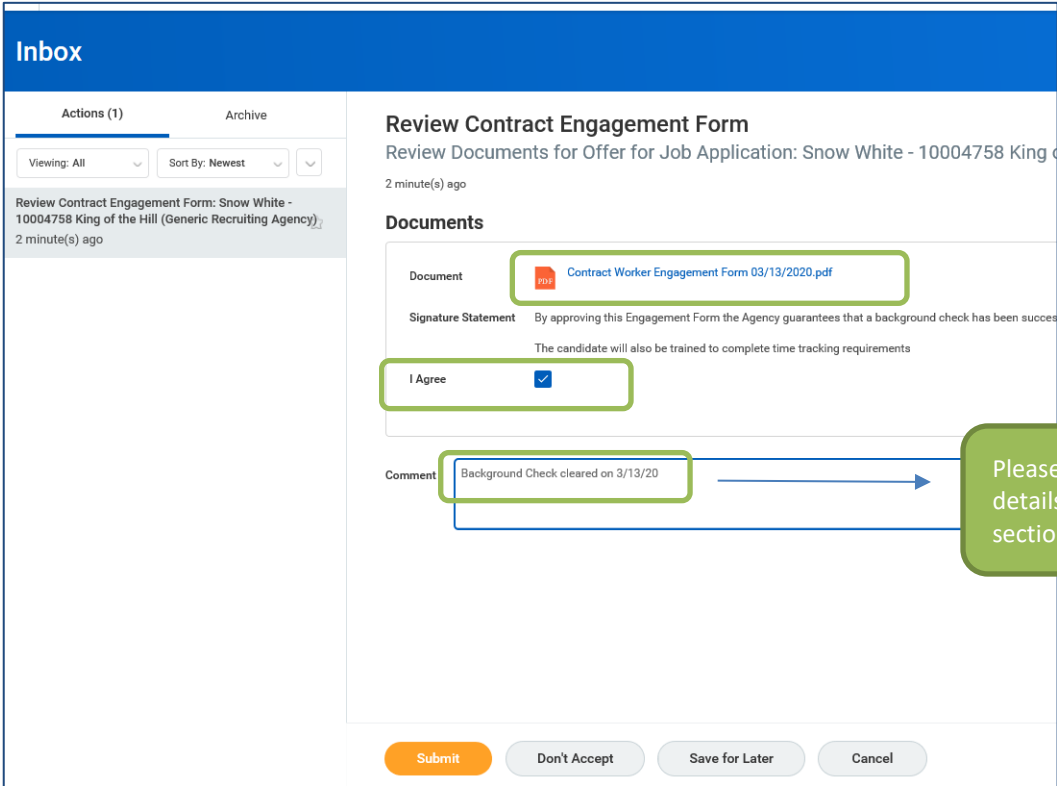
AAMC Contingent Worker Recruiting Process	
Step	Action
1	<p>Starting March 30, 2020 all AAMC contingent worker requisition will be coming to you via Workday(WD).</p> <p>Once a req is approved by management , a Procurment recruiter will post the job to the agency portal.</p> <p>Contracting Managers can now view their Contingent worker job reqs via <i>the Recruiting</i> application on the Agency Portal .</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>
2	<p>Once a job is posted to a given agency, the agency users listed on the portal will get an email notification. Kindly login to your Workday agency portal to view additional details.</p>

<p>3</p>	<p>Agency Portal will provide a list of your active contingent worker job reqs. and a way for you track the candidates that are submitted for a given role.</p> 
<p>4</p>	<p>All the job details can be found under the <b>Recruiting application -&gt; Find Agency Jobs</b></p> 
<p>5</p>	<p>The information that is shared with Agencies on the Job req. is :</p> <ul style="list-style-type: none"> <li>• <i>Job req #</i></li> <li>• <i>Requestor/ Contracting Manager</i></li> <li>• <i>Title</i></li> <li>• <i>Target Hire Date</i></li> <li>• <i>Target End Date</i></li> <li>• <i>Job Description</i></li> <li>• <i>Time Type</i></li> <li>• <i>Location</i></li> <li>• <i>Scheduled Weekly Hours</i></li> </ul>

Step	Action
6	<p>Agency users can then submit candidates for review.</p> <p>Every Candidate submitted is required to have 3 basic information  <b>Name:</b>  <b>Contact : Phone or Email address</b>  <b>Resume</b></p> <p>Resume and other documents can be added under <b>Attachments</b>.  All other information is not needed.</p> <div data-bbox="219 611 1386 1822"> <p><b>Submit Candidate</b></p> <p><b>Country</b>  Country * <input type="text" value="United States of America"/></p> <p><b>Name</b>  First Name * <input type="text" value="Snow"/>  Last Name * <input type="text" value="White"/></p> <p><b>Contact Information</b>  Country Phone Code * <input type="text" value="United States of America (+1)"/>  Phone Number * <input type="text" value="(202) 828-0400"/>  Phone Extension <input type="text"/>  Email <input type="text" value="Snowwhite@disney.com"/></p> <p><b>Address</b>  Address Line 1 <input type="text"/>  City <input type="text"/>  State <input type="text"/>  Postal Code <input type="text"/></p> <p>Websites 0 items  <input type="button" value="+"/> *URL Address  No Data</p> <p>Experience <input type="text" value="Resume / Cover Letter"/></p> <p><b>Resume / Cover Letter</b>  Drop files here  or  <input type="button" value="Select files"/></p> </div>

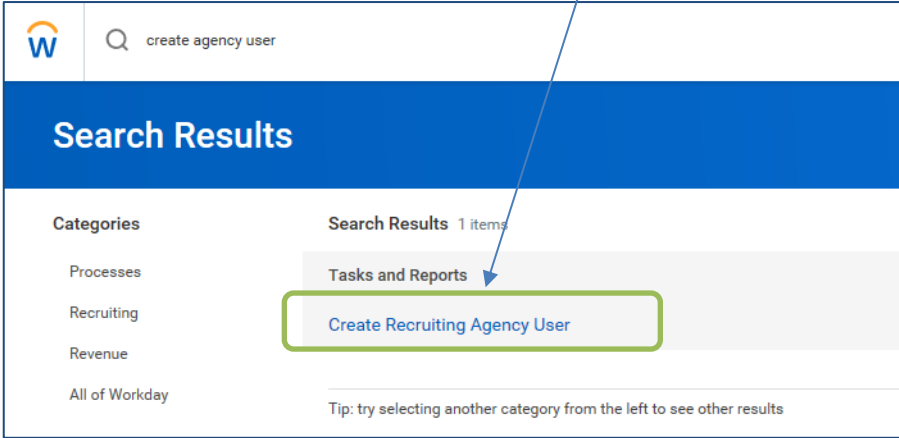
Step	Action								
7	<p>Once a candidate is submitted you will be asked to fill a small questionnaire of 3 questions.</p>  <ol style="list-style-type: none"> <li>1) What is the Bill rate ?</li> <li>2) Is the worker committed to work through the term of the contract ?</li> <li>3) When is the candidate available to start ?</li> </ol> <p><b><u>A candidate submission is completed only after you fill the questionnaire.</u></b> If left incomplete, the candidate submission will not show up on the the Contracting Manager’s inbox for review.</p>								
8	<p>Contracting Manager will receive a notification every time an agency submits a candidate. The recruiting process for Contingent worker consists of only 3 steps.</p> <table border="1" data-bbox="219 982 1421 1239"> <thead> <tr> <th data-bbox="219 982 441 1024">Step</th> <th data-bbox="441 982 1421 1024">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 1024 441 1094">Review</td> <td data-bbox="441 1024 1421 1094">Contracting Manager reviews Candidate information, <b>Declines</b> Candidate or moves candidate into <b>Screen</b> stage.</td> </tr> <tr> <td data-bbox="219 1094 441 1163">Screen</td> <td data-bbox="441 1094 1421 1163">Contracting Manager performs a phone interview, in person interview, <b>Declines</b> Candidate or moves candidate into the <b>Offer</b> stage.</td> </tr> <tr> <td data-bbox="219 1163 441 1239">Engage Candidate</td> <td data-bbox="441 1163 1421 1239">Contracting Manager finalizes a Candidate to bring them onboard.</td> </tr> </tbody> </table> <p>The Interview scheduling process will continue to happen via email and phone call between the Contracting managers and Agency users.</p>	Step	Description	Review	Contracting Manager reviews Candidate information, <b>Declines</b> Candidate or moves candidate into <b>Screen</b> stage.	Screen	Contracting Manager performs a phone interview, in person interview, <b>Declines</b> Candidate or moves candidate into the <b>Offer</b> stage.	Engage Candidate	Contracting Manager finalizes a Candidate to bring them onboard.
Step	Description								
Review	Contracting Manager reviews Candidate information, <b>Declines</b> Candidate or moves candidate into <b>Screen</b> stage.								
Screen	Contracting Manager performs a phone interview, in person interview, <b>Declines</b> Candidate or moves candidate into the <b>Offer</b> stage.								
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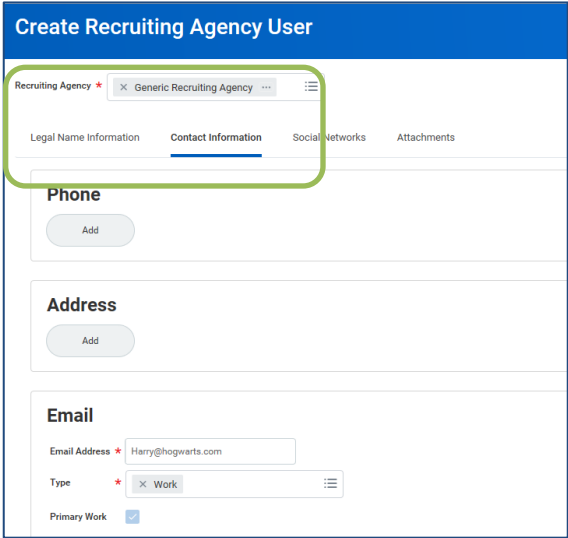
Step	Action
9	<p>Once a candidate is finalized and moved to an <b>Engage Candidate</b>, the Procurement Recruiter will draft an Engagement Letter based on the candidate information provided by the agency.</p> <p>After the engagement letter has been approved by the contracting manager, the agency will receive a notification to review the engagement letter.</p> 

Step	Action
<p>10</p>	<ul style="list-style-type: none"> <li>- Review the engagement letter and confirm that the candidate has cleared the background check.</li> <li>- Add the background check clearance <b>date in the comments</b> section.</li> <li>- Then <b>Submit</b>.</li> </ul> <div data-bbox="228 432 1279 1213" style="border: 1px solid #ccc; padding: 10px;">  </div> <ul style="list-style-type: none"> <li>- If there are any changes needed or the candidate has declined the offer, Select <b>Don't Accept</b> option and send it back with the comments so AAMC knows how to proceed further.</li> </ul>
<p>10</p>	<p>If all ok and engagement form has been submitted correctly , then the Procurement Recruiter will move the Candidate into <b>Contract</b> stage to initiate the on-boarding process.</p> <p>Once a PO is generated, the procurement recruiter will share the information with the agency.</p>
<p>11</p>	<p>A job requisition once filled by a candidate will automatically get unposted on the agency portal and all the candidates will be dispositioned automatically.</p>

Step	Action
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Add Agency Users	
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1	<p>Primary agency user can add/delete agency users by going to the <b>Agency User</b> tab</p> <p>To add new users, search for “Create Agency User” in the search section on the top left. Select the task – <b>Create Recruiting Agency User</b></p> 
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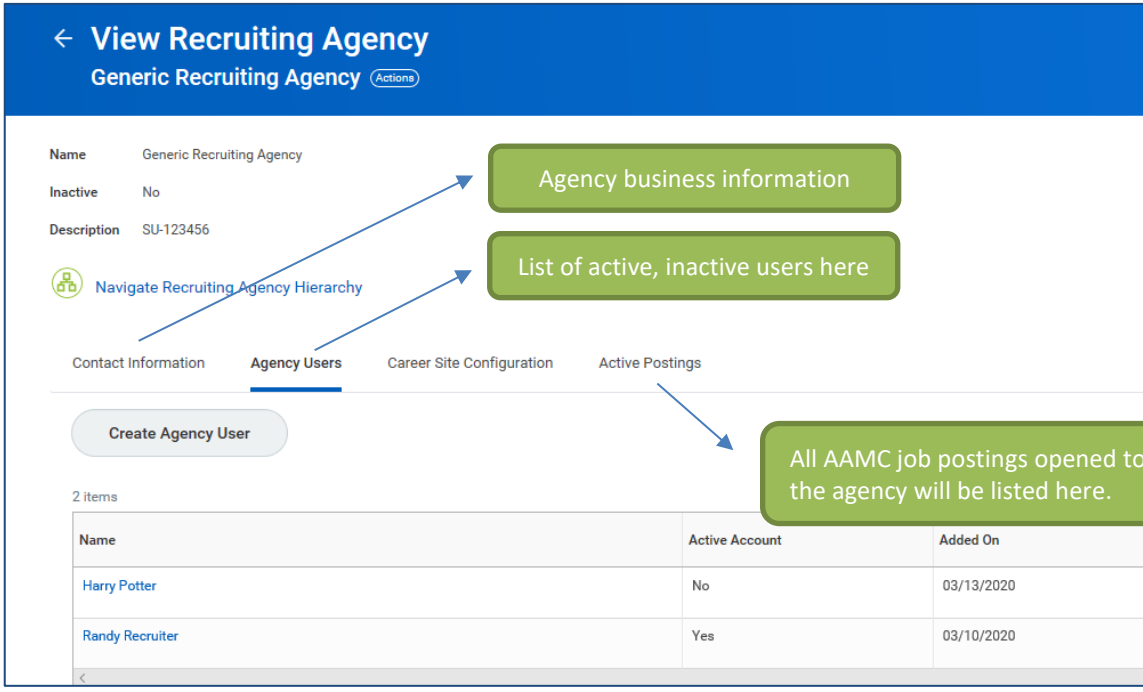
2	<p>Fill out the required information to set up a new user. <b>Name</b> and one point of contact ie. <b>Email or Phone</b> are the minimum requirements. Rest all fields are optional.</p>  <p>Once the request is submitted, AAMC workday Admin will set up their agency profile. The person will receive an email with the login information and further instructions.</p>
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Step	Action
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View Agency Profile	
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1

The “View Recruiting Agency” Task will show you an overview of your agency portal.



**View Recruiting Agency**  
Generic Recruiting Agency Actions

Name: Generic Recruiting Agency  
Inactive: No  
Description: SU-123456

Navigate Recruiting Agency Hierarchy

Contact Information | **Agency Users** | Career Site Configuration | Active Postings

Create Agency User

2 items

Name	Active Account	Added On
Harry Potter	No	03/13/2020
Randy Recruiter	Yes	03/10/2020

Annotations:  
 - Agency business information (points to Agency Users tab)  
 - List of active, inactive users here (points to the table)  
 - All AAMC job postings opened to the agency will be listed here. (points to Active Postings tab)