Purpose: Recruiting Contingent Workers via Agency Portal

Audience: Staffing Agency Users

Business Process:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Starting March 30, 2020 all AAMC contingent worker requisition will be coming to you via Workday (WD).&lt;br&gt;Once a req is approved by management, a Procurement recruiter will post the job to the agency portal.&lt;br&gt;Contracting Managers can now view their Contingent worker job reqs via the <strong>Recruiting</strong> application on the Agency Portal.</td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

All the job details can be found under the **Recruiting application** -> **Find Agency Jobs**

The information that is shared with Agencies on the Job req. is:

- **Job req #**
- **Requestor/ Contracting Manager**
- **Title**
- **Target Hire Date**
- **Target End Date**
- **Job Description**
- **Time Type**
- **Location**
- **Scheduled Weekly Hours**
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<td>6</td>
<td>Agency users can then submit candidates for review. Every Candidate submitted is required to have 3 basic information Name: Contact: Phone or Email address Resume Resume and other documents can be added under Attachments. All other information is not needed.</td>
</tr>
</tbody>
</table>

**Required fields:**
1) Name
2) Phone or Email
3) Resume
Once a candidate is submitted you will be asked to fill a small questionnaire of 3 questions.

1) What is the Bill rate?
2) Is the worker committed to work through the term of the contract?
3) When is the candidate available to start?

A candidate submission is completed only after you fill the questionnaire. If left incomplete, the candidate submission will not show up on the Contracting Manager’s inbox for review.

Contracting Manager will receive a notification every time an agency submits a candidate. The recruiting process for Contingent worker consists of only 3 steps.

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<tr>
<td>Review</td>
<td>Contracting Manager reviews Candidate information, Declines Candidate or moves candidate into Screen stage.</td>
</tr>
<tr>
<td>Screen</td>
<td>Contracting Manager performs a phone interview, in person interview, Declines Candidate or moves candidate into the Offer stage.</td>
</tr>
<tr>
<td>Engage Candidate</td>
<td>Contracting Manager finalizes a Candidate to bring them onboard.</td>
</tr>
</tbody>
</table>

The Interview scheduling process will continue to happen via email and phone call between the Contracting managers and Agency users.
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| 9    | Once a candidate is finalized and moved to an **Engage Candidate**, the Procurement Recruiter will draft an Engagement Letter based on the candidate information provided by the agency.  

After the engagement letter has been approved by the contracting manager, the agency will receive a notification to review the engagement letter. |
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| 10   | - Review the engagement letter and confirm that the candidate has cleared the background check.  
     - Add the background check clearance **date in the comments** section.  
     - Then **Submit**.  

![Image](https://aamc1.sharepoint.com/sites/AAMC/CPO/Shared Documents/Training Materials/Contingent Worker/CW 2.0/Job Aid CW 2.0 Agency action items.docx)  

- If there are any changes needed or the candidate has declined the offer, Select **Don’t Accept** option and send it back with the comments so AAMC knows how to proceed further.  

| 10   | If all ok and engagement form has been submitted correctly, then the Procurement Recruiter will move the Candidate into **Contract** stage to initiate the on-boarding process.  
     Once a PO is generated, the procurement recruiter will share the information with the agency. |
<p>| 11   | 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>
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| **1** | **Add Agency Users**<br>Primary agency user can add/delete agency users by going to the **Agency User** tab<br>To add new users, search for “Create Agency User” in the search section on the top left. Select the task – **Create Recruiting Agency User**

![Create Recruiting Agency User](https://aamc1.sharepoint.com/sites/AAMC/CPO/Shared Documents/Training Materials/Contingent Worker/CW 2.0/Job Aid CW 2.0 Agency action items.docx)

**Search Results**

- Categories: Processes, Recruiting, Revenue, All of Workday
- Tasks and Reports: Create Recruiting Agency User

**Create Recruiting Agency User**

- Phone
- Address
- Email

- **Legal History Information**
- **Contact Information**
- **Social Networks**
- **Attachments**

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.

2 | Fill out the required information to set up a new user.<br>*Name* and one point of contact ie. *Email or Phone* are the minimum requirements. Rest all fields are optional.

![Create Recruiting Agency User](https://aamc1.sharepoint.com/sites/AAMC/CPO/Shared Documents/Training Materials/Contingent Worker/CW 2.0/Job Aid CW 2.0 Agency action items.docx)

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.
Step | Action
---|---
1 | **View Agency Profile**

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

- **Agency business information**
- **List of active, inactive users here**
- **All AAMC job postings opened to the agency will be listed here.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Active Account</th>
<th>Added On</th>
</tr>
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<tbody>
<tr>
<td>Harry Potter</td>
<td>No</td>
<td>03/13/2020</td>
</tr>
<tr>
<td>Ready Recruiter</td>
<td>Yes</td>
<td>03/10/2020</td>
</tr>
</tbody>
</table>