

# How to Submit Agency Candidate – Contingent Worker

## Audience/s:

Recruitment Agencies

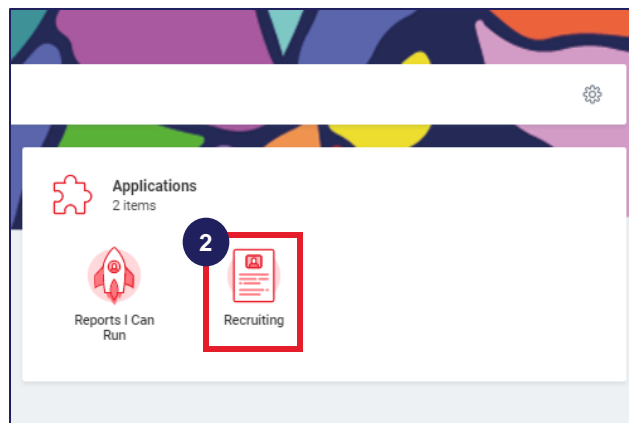
## Overview

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

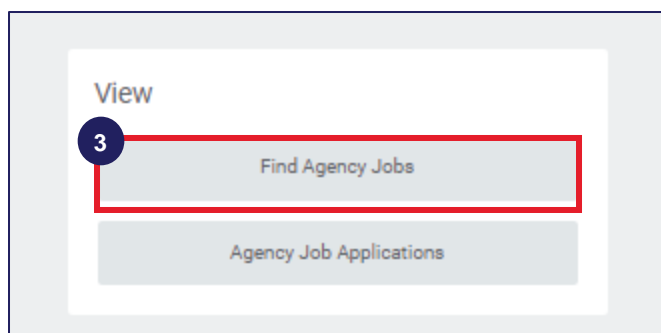


## Steps:

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

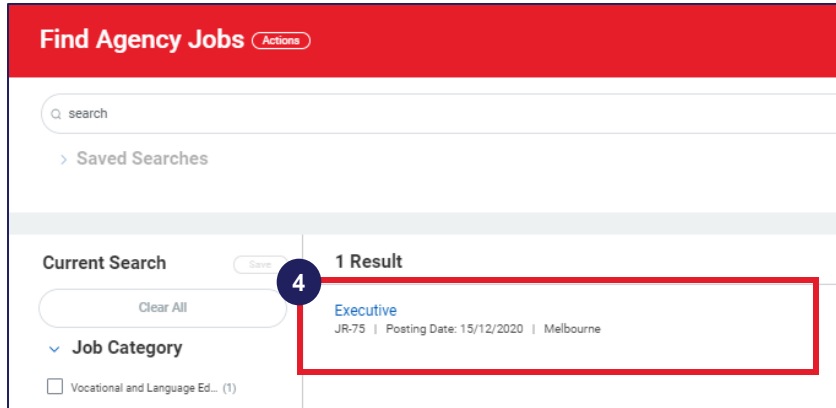


3. Click on the **Find Agency Jobs** option to view all jobs posted to agencies for recruitment.

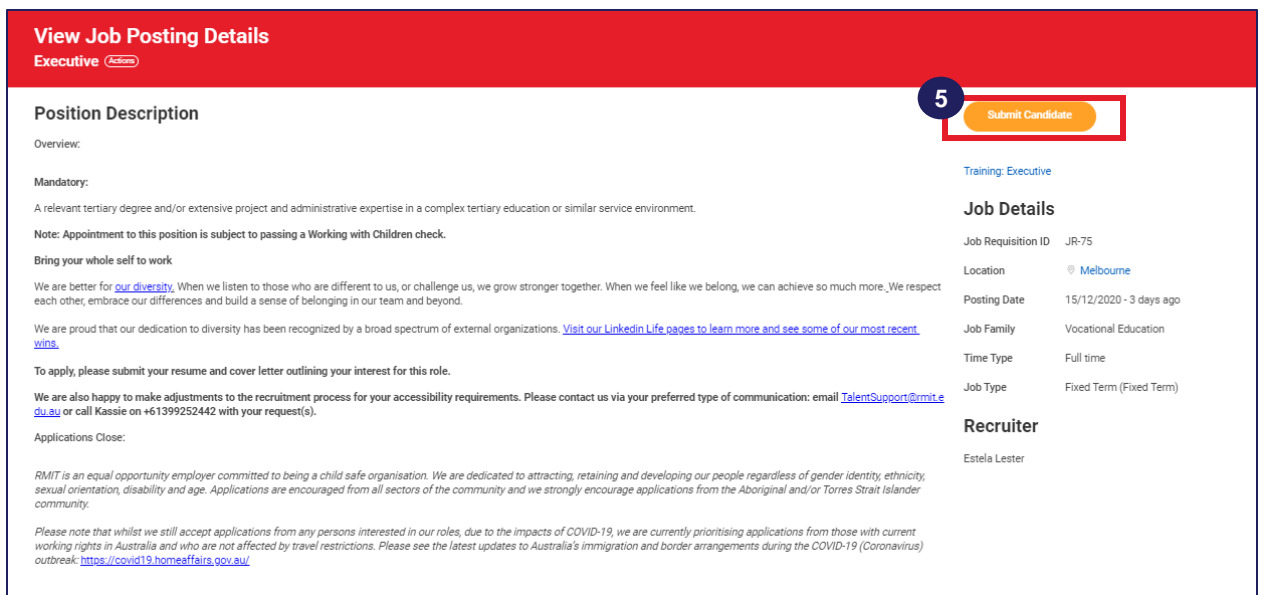


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4. Click on the relevant job posting to view recruiting details.

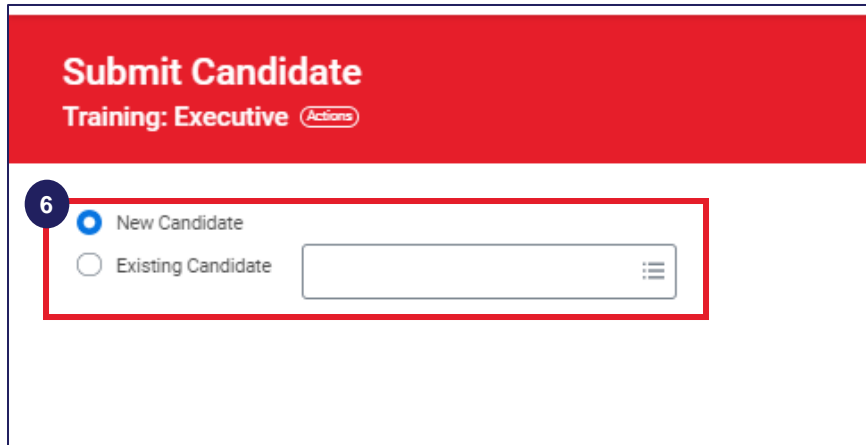


5. View recruiting details and click on **Submit Candidate**.



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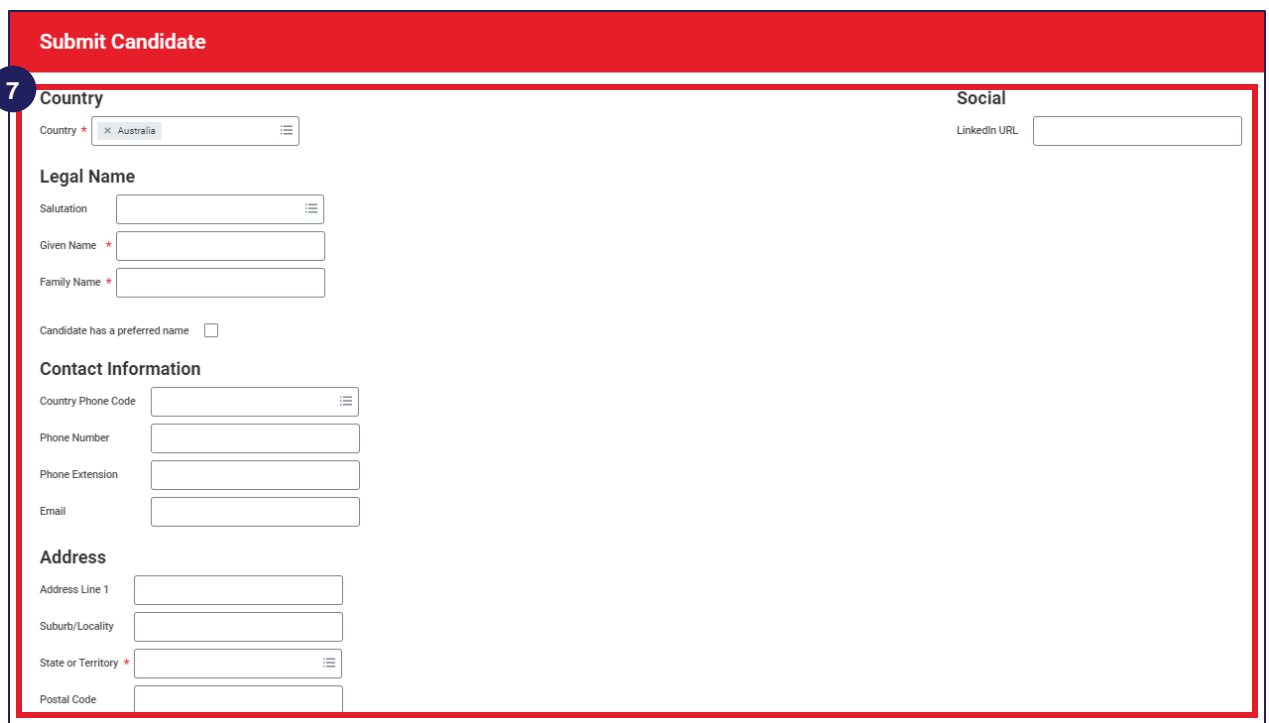
6. Select whether the candidate is a **New Candidate** or an **Existing Candidate**. For new candidates, information must be entered manually. For existing candidates, information is pre-populated based on existing data.



The screenshot shows the 'Submit Candidate' page with a red header. Below the header, the text 'Training: Executive' is followed by a button labeled 'Actions'. A red box highlights the selection options: a radio button for 'New Candidate' (which is selected) and a radio button for 'Existing Candidate'. To the right of the 'Existing Candidate' option is a dropdown menu icon.

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.*



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

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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.



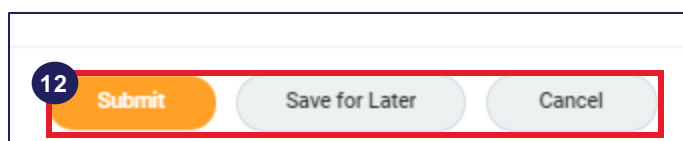
The screenshot shows the 'Experience' tab selected in a form. The 'CV / Cover Letter' tab is also visible. The 'Summary' section has a text input field. Below it, the 'Qualifications' section has an 'Add' button. The 'Language' section also has an 'Add' button. Red boxes and callouts highlight the 'Experience' tab, the 'Summary' input field, and the 'Add' buttons in the 'Qualifications' and 'Language' sections.

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



The screenshot shows the 'CV / Cover Letter' tab selected. The 'Experience' tab is also visible. The 'CV / Cover Letter' section has a large text input field. Below it, there is a 'Drop files here' area with an 'or' separator and a 'Select files' button. Red boxes and callouts highlight the 'CV / Cover Letter' tab and the large text input field.

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



The screenshot shows the bottom navigation bar with three buttons: 'Submit', 'Save for Later', and 'Cancel'. Red boxes and callouts highlight the 'Submit' button and the 'Save for Later' and 'Cancel' buttons.

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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**.

The screenshot shows a form with three input fields. The first field is for the proposed hourly rate, the second is for the earliest availability date (with a calendar icon), and the third is for the latest date available to work (with a calendar icon). Each field is highlighted with a red box and a corresponding step number (6, 7, and 8) in a blue circle.

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.

The screenshot shows two file upload areas. The first area is for the signed agreement, and the second is for additional documents. Both areas have a dashed border and a 'Drop files here' label. Below each area is a 'Select files' button. A red box highlights the entire section, with step numbers 9 and 10 in blue circles. At the bottom, a 'Submit' button is highlighted with a red box and step number 11 in a blue circle.

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.

# How to Submit Agency Candidate – Contingent Worker

## 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.