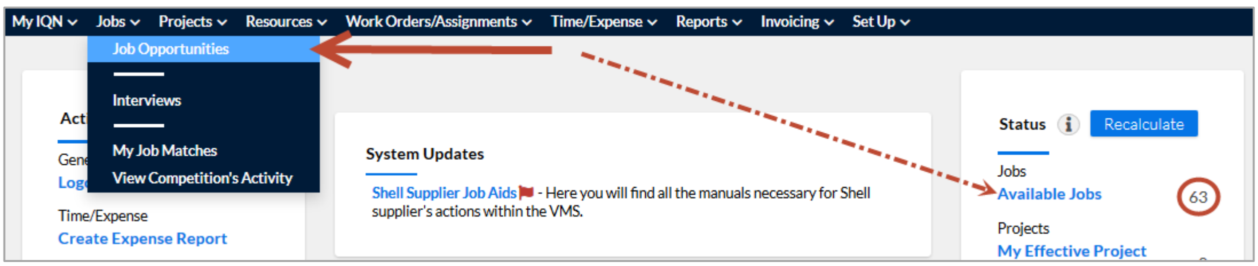
Submit Candidate to a Job Opportunity

This job aid describes the steps necessary to submit a resource as a candidate to a job opportunity. Once a Requisition is released to the supplier, it is then visible to the supplier as a Job Opportunity and supplier(s) can submit candidates for consideration.

NOTE: Number and bullet lists describe process steps. The information icon ( ) identifies additional and/or advisory content.

To submit a resource as a candidate to a job opportunity:

1. Log in to IQNavigator using your *user name* and *password* and go to your Alternate UI dashboard.
2. Click the **available jobs** hyperlink located in the Jobs section of the Status column on the right-hand side of your dashboard.



Your screen refreshes to display your **Job Opportunities** list.

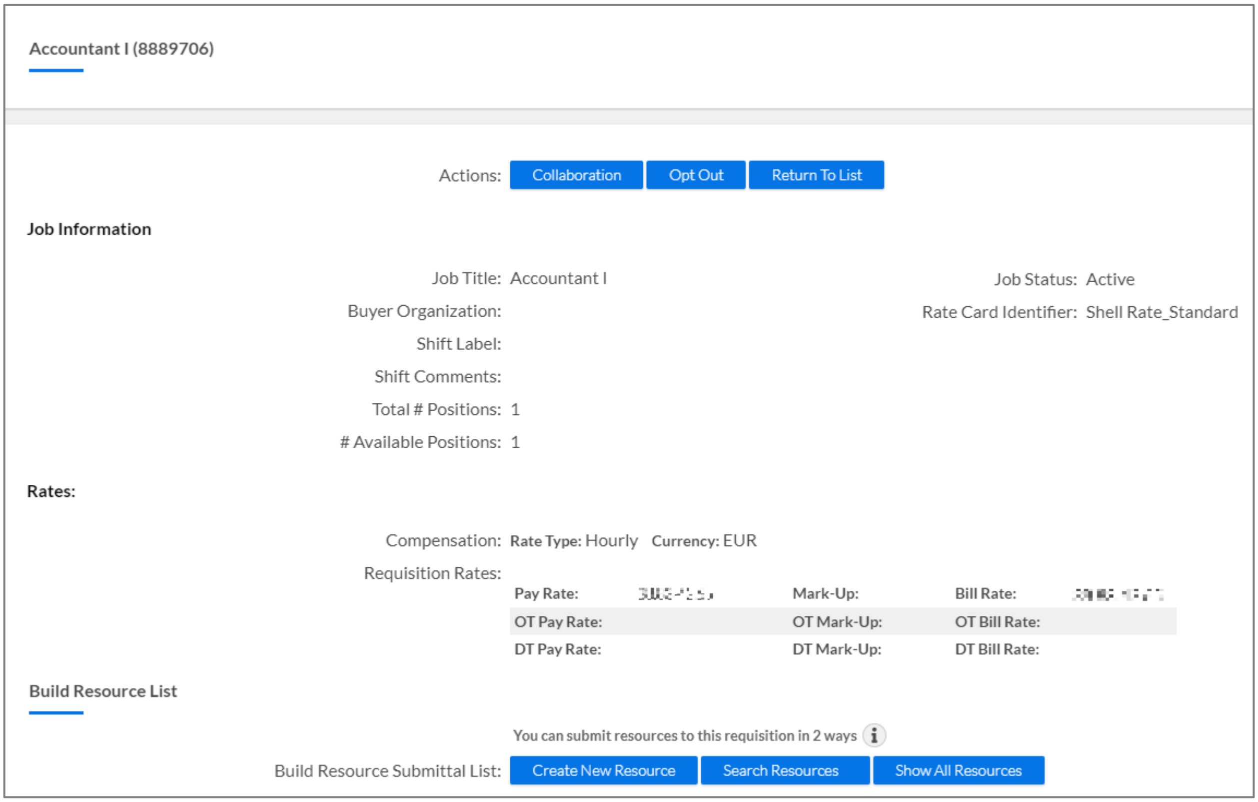
NOTE: This list of available job opportunities is specific to YOUR user role.

- *The total number of open job opportunities displays above the title bar.*
- *Use the Results per Page pull-down selection list on the right-hand side of the screen to adjust how many job listings display per screen; then click the adjacent GO arrow to update your list.*
- *Click the ⊞ Search & Filter (supplier organization active job opportunities) link at the top of your screen for additional search/filter options.*
- *The default sort order is by Job Submission Date in order of most recent to oldest submission.*

3. Review the list.

Once you open a specific job record, your ability to search across your entire resource pool for potential candidates is limited. Consult the "Manage Resource Records" Supplier Job Aid for tips on how to retrieve resource profiles to create a potential candidates list you can *refer to as you select candidates. You can then use your "potential" list to save time throughout the candidate selection process.*

4. Click either the **Job Title** hyperlink or the **GO** arrow (➜) in the **Actions** column to view the complete job opportunity record. The Job Opportunity summary screen displays.



5. Review the opportunity details. Note any alert statements marked by the warning (⚠) icon. The top portion of the screen highlights key information about the Job Opportunity and the associated rates. The middle, Build Resource List, section is used to create a candidates list. And the Job Specifics section at the bottom provides additional job information details. Required fields are designated by a red asterisk (*). Multiple asterisks (*****) are used to mask visibility to data based on user role or organization.

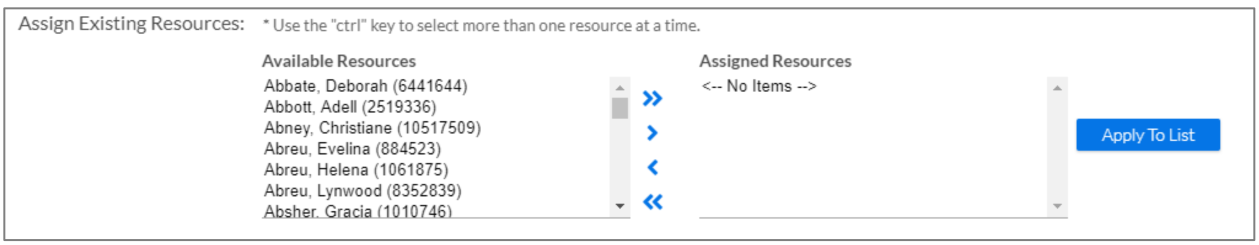
6. Use one of the following options to create your Resource (Candidate) List:

   - Click Show All Resources to use the **Available Resources** selection boxes.
   - Click Create New Resource to build a new Quick Resource record.
   - Click Search Resources to search your existing Resource Pool records. Search options are limited to Last Name, First Name, Unique Resource ID Type, or Unique Resource ID.
   - Create a full resource profile record. You need to create the full resource profile *BEFORE* you open the job opportunity record. See section below.
   - Clone an existing resource record. You need to clone the resource profile *BEFORE* you open the job opportunity record. See section below.

The importance of consistent data entry when creating resource records cannot be overstated. Develop standard protocols and enforce them. Avoid duplicate entries since they can negatively affect downstream system functionality such as tenure tracking and budget-related reporting. For example: JOE SMITH, Joe Smith, and joe smith may be the same individual, but the system will accept these names based on format (e.g., all uppercase, all lowercase, mixed case) and create a ***separate*** *record for each format. The Resource list screen displays resource names in strict alphabetical order regardless of format, but the selection box in the Build Resource List section of the Job Opportunity summary screen uses a different sort order that can generate multiple alphabetical "runs" within the same selection box based on the format. If you copy/paste name entries from a third-party source, take care that the original does not include letters with diacritics. The system will accept the "copy" as entered and although the subsequent resource record can be selected/submitted, any name search will never generate a match since a standard English keyboard does not include diacritic letters and search results must be an EXACT match.*

Select from the Available Resources List:

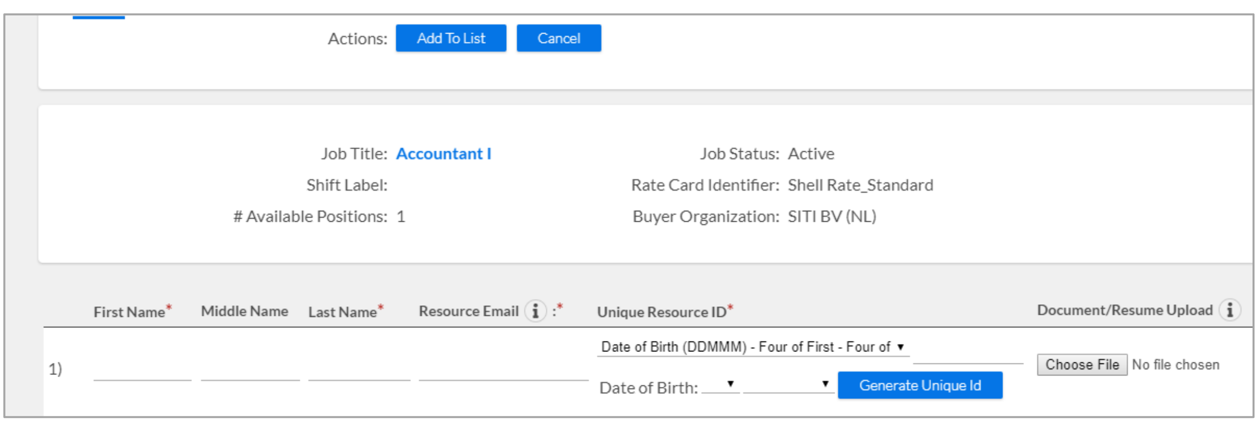
- Click **show all resources** in the Build Resource List section to display the **Available Resources / Assigned Resources** selection boxes.



- Click the resource name to make a single selection or use the <Ctrl> key to select multiple resources. Use the "select" or "select all" link to move your selections to the Assigned Resources box.
- Click **apply to list** when your selections are complete. Each selection will then display in the Resource List section as a separate line item.

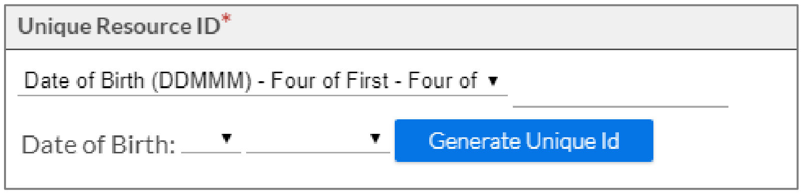
Create New Resource (Quick Resource)

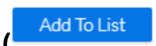
- Click **create new resource** in the Build Resource List section. The Quick Resource list screen appears.



- Complete the required fields as indicated by the red asterisk (*). These include first name, last name, email, and Unique Resource ID.

  ⚠ A Resource/Contractor can only use the Self-Directed Password Reset option if the email on their Resource Profile record is a valid email and one to which the Resource has access.
- After you enter the First Name, Last Name and then select the Date of Birth (Day and Month), click **generate unique id** and the system auto-generates the Unique Resource ID.



- Click **Browse…** to attach the resource's resume or other support documentation in the Document/Resume Upload column. File size cannot exceed 1 MB.
- Repeat this process to create each new resource for your Resource List as needed.
- Click **add to list (** 

) at the top of the screen to close this screen and return to the job opportunity record. Each new resource now displays in the Resource List section of the job opportunity record as a separate line item.

Create a Resource Profile

Use this method when you plan to create a full profile record for an individual resource. You can build a resource profile from scratch or you can upgrade an existing resource's Quick Resource record to a full profile. You must create, or upgrade to, a full profile if you intend to status a resource as "active". The full profile option is only available under the Resources tab (Header Menu), so you should create these records BEFORE you start creating your Resource List in the Build Resource List section of the job opportunity record (Jobs tab). Complete instructions can be found in the "Supplier: Create a Resource Profile" job aid.

- *After you create your resource profile(s), follow the directions in the "Select from the Available Resources List" section above to add your profile(s) to the Resource List section of the job opportunity.*

Clone an Existing Resource

Use this method when you need to submit multiple resources with similar skill sets. The clone option is only available under the Resources tab. You should create these records BEFORE you start creating your Resource List in the Build Resource List section of the job opportunity record (Jobs tab). Active or full-profile resource records are the best "source" options for cloning since almost all the data fields in a Quick Resource record (e.g., First Name, Last Name, Email, and Unique Resource ID) as well as attached files are excluded from cloning. Complete instructions can be found in the "Create a Full Resource Profile" Supplier Job Aid.

- *After you create your cloned resource record(s), follow the directions in the "Select from the Available Resources List" section above to add the resource(s) to the Resource List section of the job opportunity.*

7. Verify that the assigned Supplier Account Rep (SAR) is correct, or, assign one as needed. This is a required field. *The SAR is the individual who approves timecards and expense reports (optional) related to the assignment.*
8. Verify all entries in your Resource List.
   - ✓ **Does the Buyer Organization restrict the number of resources you can submit?** Check for an alert warning in the Resource List section. Use the remove option in the Actions column to adjust your list as needed. (Click the GO arrow to update your list.) The "removed" resource record will re-populate into a separate section beneath your active Resource List.)
   - ✓ **Does the Resource List display new columns that require data entry? Make updates as needed. (The "Is Taxable?" column with its Yes/No radio buttons is one possibility.)**
   - ✓ **Are the rates pre-set or does the client permit submittals with different rates?** The SAME rates will apply to ALL resources grouped in the SAME submittal. If you plan to submit any resources with DIFFERENT rates, then you need to create a SEPARATE submittal for each DIFFERENT set of rates. You can create as many separate submittals as you need as long as the TOTAL number of submitted resources does not exceed the Buyer Organization resource submittal limit.
9. All candidates that are in Draft status still need to be submitted to the job opportunity. To submit candidates individually, select **Interested in Position** from the Actions drop down on the right. To submit a group of candidates, check the box in front of their names in the left column. Or, to submit all Resources in your list, use the select all button (Select All).

Resource List

Submit
Remove
Select All

	Resource Name	Unique Resource ID	Match Alerts	Rate Card Variance	Start Date	End Date	Submitted Date	Status	Actions
1) ☐	[redacted]				2/1/19	1/31/20	2/11/19	Draft	remove
2)	[redacted]				2/1/19	1/31/20	2/11/19	Job Seeker Interested	not interested in position

10. Click **submit** (Submit). The Submittal Details screen appears.

    ⚠ Take care not to click the remove button (Remove) if that is not your intent! *Remember*: if you plan to submit resources at different rates, only select those resources that will be associated to the SAME rates. (Complete the submittal process steps then pick a new selection group to process a separate submittal using a different set of rates.)
11. Edit the rate fields to reflect what rates you want to use for THIS submittal. If no edits are entered, the default rates associated to the original job opportunity will apply.
12. Use the Yes/No radio buttons to indicate if your adjusted rates are negotiable. *Optional*: Use the text block to add Comments. NOTE: The hiring manager and any of his/her designated delegates will have visibility to this content.
13. Click **submit** (Submit) to complete your candidate(s) submission and exit this screen. The screen refreshes and displays a Resource List with a status of "Job Seeker Interested" for each

submitted resource (see screenshot above.) *Repeat Steps 10 through 14 for each submittal based on different rates. No resource should be submitted more than once.*

Resource/Candidate Status

Each status reflects the state of the match (i.e., job opportunity) or the current state of the assignment. The following are some common statuses:

Status	Description
Draft	Resource is ready to submit.
Draft Removed	Resource was removed prior to being submitted.
Job Seeker Interested	Resource was submitted and is being evaluated by the customer.
Evaluating	Customer has indicated interest in the resource and is still evaluating the resource.
Job Seeker Not Interested	Resource statused as not being interested in filling the position.
Hiring Manager Not Interested	Customer has declined interest in the resource.
Awaiting Start Date	Resource has been assigned to a job opportunity and has a start date in the future.
Effective	Resource is assigned to a job opportunity that is currently active.
Complete/Terminate	Resource had an assignment to a job opportunity that is no longer active.
Auto-matched	The system identified a resource profile as a match for the job opportunity but the resource has not been submitted.