



Technical Manpower- Submit Candidate to a Job Opportunity

This job aid describes how to identify a Technical Manpower job opportunity. It also details the information the supplier needs to provide in order to submit a candidate to an open Technical Manpower job requisition.

Identifying a Technical Manpower Job Opportunity:

1. Log in to IQNavigator using your *user name* and *password* and open 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 or the **Job Opportunities** option under Jobs in the Header Menu.



Your screen refreshes to display your **Job Opportunities** list. NOTE: This list of available job opportunities is specific to YOUR user role.

3. Scroll through the Job Opportunities list. All Technical Manpower requisitions will have a job title that starts with 'TM'.

Job Title >	Job ID >	Requisition Type >	Available Positions (Total) >	Available Positions (Current) >
TM - Information Manager- 3 (Outside US/Canada)	8840706	Non-Recurring	1	1

4. *Optional:* Click the Job Title column header to sort the Job Opportunities list in alphabetical order. This will group all Technical Manpower requisitions within the list.
5. 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.
6. Once you have completed the required fields as detailed below, follow the instructions in the “Submit Candidate to a Job Opportunity” Supplier Job Aid to complete your TM candidate submission.



Required Fields when Submitting a TM Candidate:

The following fields are required when submitting a Resource as a candidate for a Technical Manpower job opportunity. Required fields are indicated by a red asterisk (*).

a. Cost Proposal	Use the browse button to attach your document. This should contain the specific details about your resource and can also be used to complete the other required fields listed below.
b. Pay Rate	Enter the amount to be paid to the contractor. This could be hourly or daily based on work location.
c. Agency Markup	Enter the agency's rate.
d. Country Uplift	Indicates the amount determined by the contractor's country of citizenship and the work location.
e. Country of Origin	Use the selection list to identify the contractor's country of citizenship.
f. Former Shell Employee	Use the Yes/No selection list to indicate if the resource has previously worked for Shell.
g. Nationality	Enter the nationality of the contractor.

Rate Details:

For Technical Manpower candidates you should **ONLY** populate the Bill Rate. The Bill Rate needs to be the total of the Pay Rate, Markup, and Uplift.



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.