# Supplier: How to Submit a Candidate

This document provides suppliers with the steps necessary to submit a resource as a candidate to a job opportunity. This guide uses standard IQN VMS configuration. Your specific setup may vary slightly based on your client's configuration.

**NOTE**: Numeric and bullet lists describe process steps. The information icon () provides supplemental 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*. Your Home dashboard appears*.*
2. Hover over the **Jobs** menu drop-down arrow located in the Header Menu bar.
3. Click **Job Opportunities**. The Job Opportunities list screen appears.   
   NOTE: This list of available job opportunities is specific to YOUR user role.

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|  | The total number of available job opportunities displays above the title bar. Use the Results per Page pull-down selection option 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. The default sort order is by Job Submission Date in order of most recent to oldest submission. Click the  Search & Filter (supplier organization active job opportunities) link at the top of your screen for additional search/filter options. |

1. Review the list.

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|  | Once you open a specific job record, your ability to search across your entire resource pool for potential candidates is limited. Consult the “Supplier: Search Resource Pool” guide for tips on how to retrieve resource profiles to create a potential candidates list. You can then use your “potential” list to save time during the resource selection process. |

1. Click either the **Job Title** link or the **GO** arrow  in the Actions column to view the complete job opportunity record. The Job Opportunity summary screen appears.

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|  | *If you click either link but end back at your home dashboard, then your current session has timed out. Go back to Step 2 to reactivate your session.* |

1. Review the opportunity details. Note any alert statements as indicated by the warning icon (). The top portion of the screen highlights key information related to the job along with the associated rates. Additional job information details display in the Job Specifics section at the bottom of the screen. Use the middle section (Build Resource List), to generate your candidates list. Required fields are designated by a red asterisk (\*). Multiple asterisks (\*\*\*\*\*) are used to mask data visibility based on user role or organization.
2. Verify that the assigned Supplier Account Rep (SAR) is correct, or, adjust as needed. This is a required field as noted by the red asterisk (\*). *The SAR will be the individual tasked with approving timecards and expense reports (optional) throughout the duration of the assignment.*
3. Use one of the following options to generate your Resource List:

* Select from the Available Resources list (selection boxes)
* Create New Resource (Quick Resource)
* Create a full resource profile record
* Clone an existing resource record.

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|  | 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 as entered and create a separate record for each version. 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. 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:

* Use the Available Resources selection box located in the Build Resource List section of the job opportunity record to review the list of potential candidates.
* 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 of the job opportunity record. The Quick Resource list screen appears.
* Complete the required fields as indicated by the red asterisk (\*). These include first name, last name, email, and the data fields needed to generate the Unique Resource ID.
* Click **generate unique id** once you complete the unique ID fields and the system auto-generates the Unique Resource ID value.
* Click **Choose File** to attach the resource’s resume or other support documentation.
* Repeat this process to create a new resource in your Resource List as needed.

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|  | *Additional fields can be incorporated into the Quick Resource record profile based on customer preference/requirements. These would need to be added on the Admin level as Client Defined Fields (CDF).* |

* Click **add to list (****)** 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 generating 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” guide.

* 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 (e.g., industrial labor categories, headcount-tracking assignments). The clone option is only available under the Resources tab. You should create these records BEFORE you start generating 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 “Supplier: Create a Resource Profile” guide.

* 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.

1. 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.

1. Use the checkbox () to select resources individually or to create a group, or use the select all button () to select all Resources in your list. Take care not to click the remove button (  ) 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.)
2. Click submit (). The Submittal Details screen appears.
3. 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.
4. 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.
5. Click the submit button () to complete your submission and exit this screen. Repeat Steps 10 through 14 for each submittal based on different rates. No resource should be submitted more than once. The screen refreshes and displays a Resource List with a status of “Job Seeker Interested” for each submitted resource.

## Resource Status List

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

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| **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. |

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