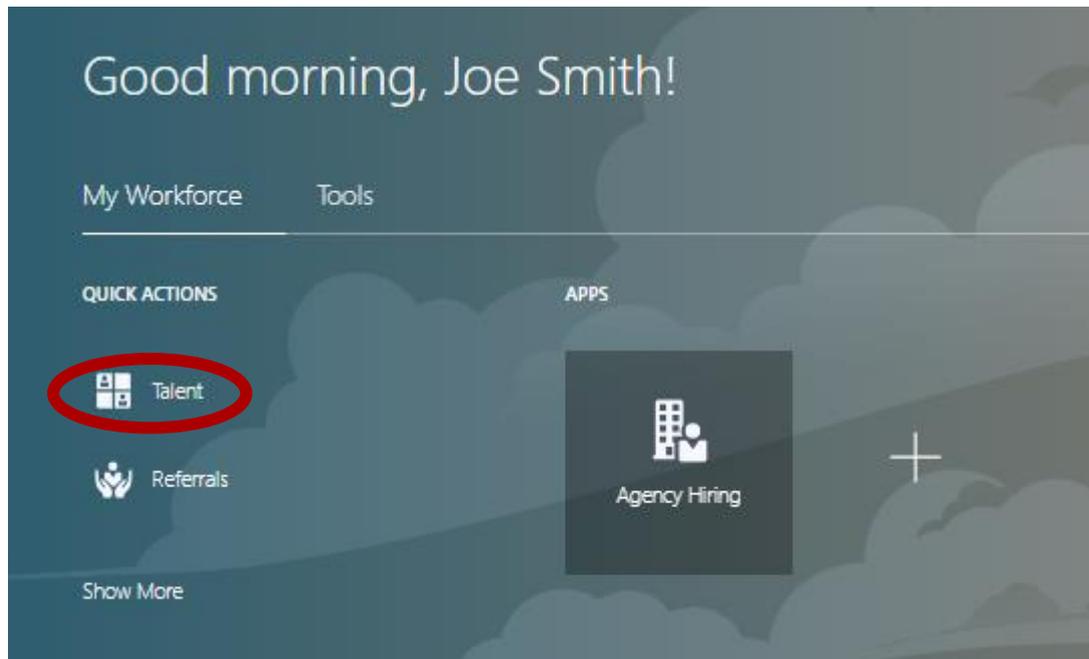


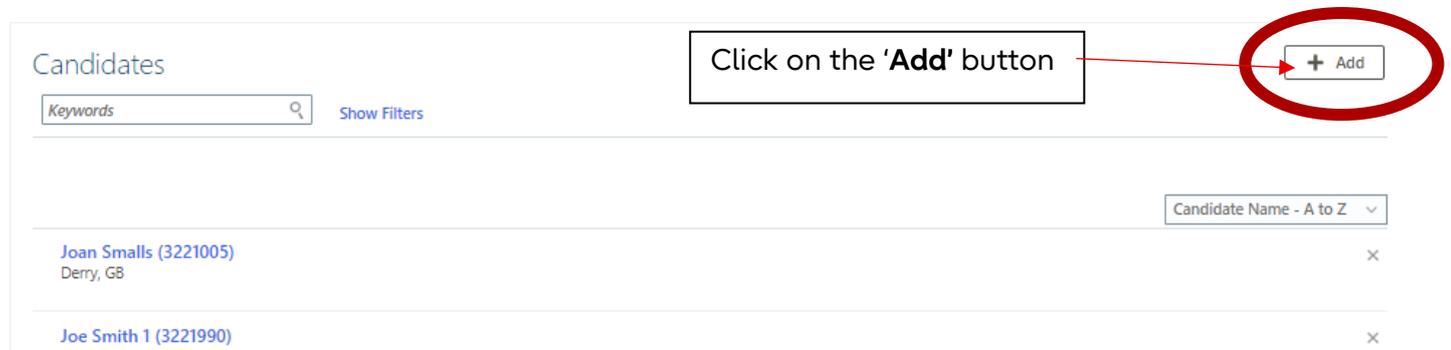
# Agency Guide

## How to submit a candidate

### How to Add a Candidate profile



- Above is how the home screen will look when you have successfully logged into ZinZai Connect.
- To add a candidate that you will be able to submit, please click on '**Talent**' circled above.
- You can also access '**Talent**' by clicking on Agency Hiring then clicking on Talent.



## Basic Info

*Last Name Moore	Title ▼	Middle Name 
*First Name Reece	Phone Number ▼	Display Data to Candidate No ▼
*Email reece@moore@kcloud.com		

## Attachments

 Drag files here or click to add attachment ▼

Please ONLY complete the fields **listed below**:

- **Last Name**
- **First Name**
- **E-Mail** – Please prefix the email of the candidate with a 2 or 3 letter acronym that identifies your agency (eg [XXXjoe.bloggs@gmail.com](mailto:XXXjoe.bloggs@gmail.com)) and use that prefix for all your contingent
- **Display Data to Candidate** – This will be **NO**
- **Attachments** – You can upload the candidate's CV and cover sheet here or wait until the candidate has been saved and then add with any additional information on the next page.

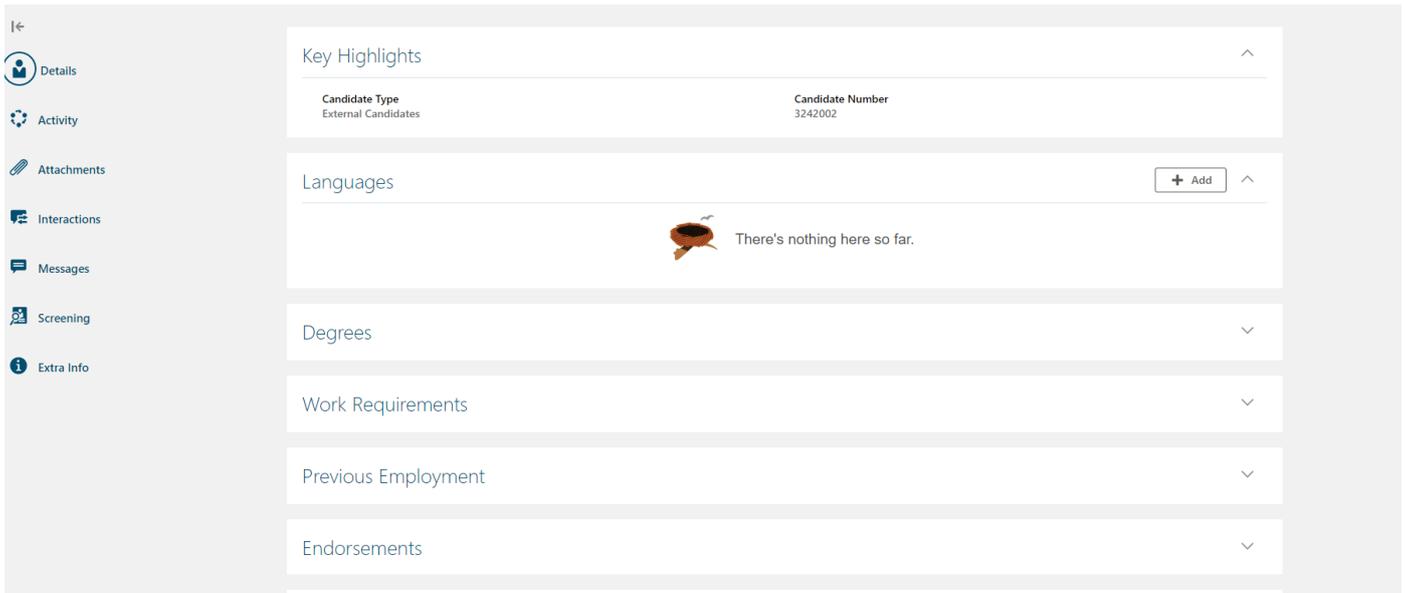
Once you have filled out the above information, please click on 'Save and Close'.

You will then see the below box, please click on **Yes**

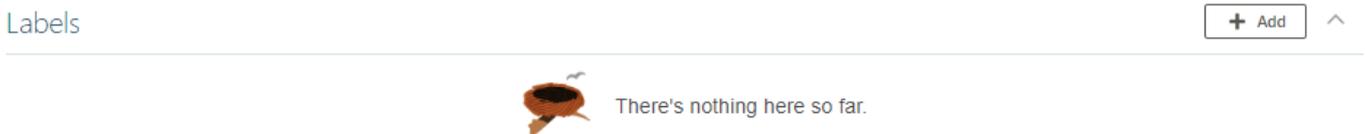
**Confirmation**

The initial candidate info was saved. Do you want to complete the profile now?

On the below page there is the option to add additional information by expanding the dropdown boxes or amending existing details via the options in the left-hand menu. For contingent the additional information will be minimal, and Agencies are requested to be mindful of GDPR regulation when submitting.



Within the above page after creating the candidates' profile, scroll down till you see Labels so we can add in if the candidate is **Within Rate Card**, if the candidate is outside of Rate Card, please leave this section blank.



Click on 'Add'

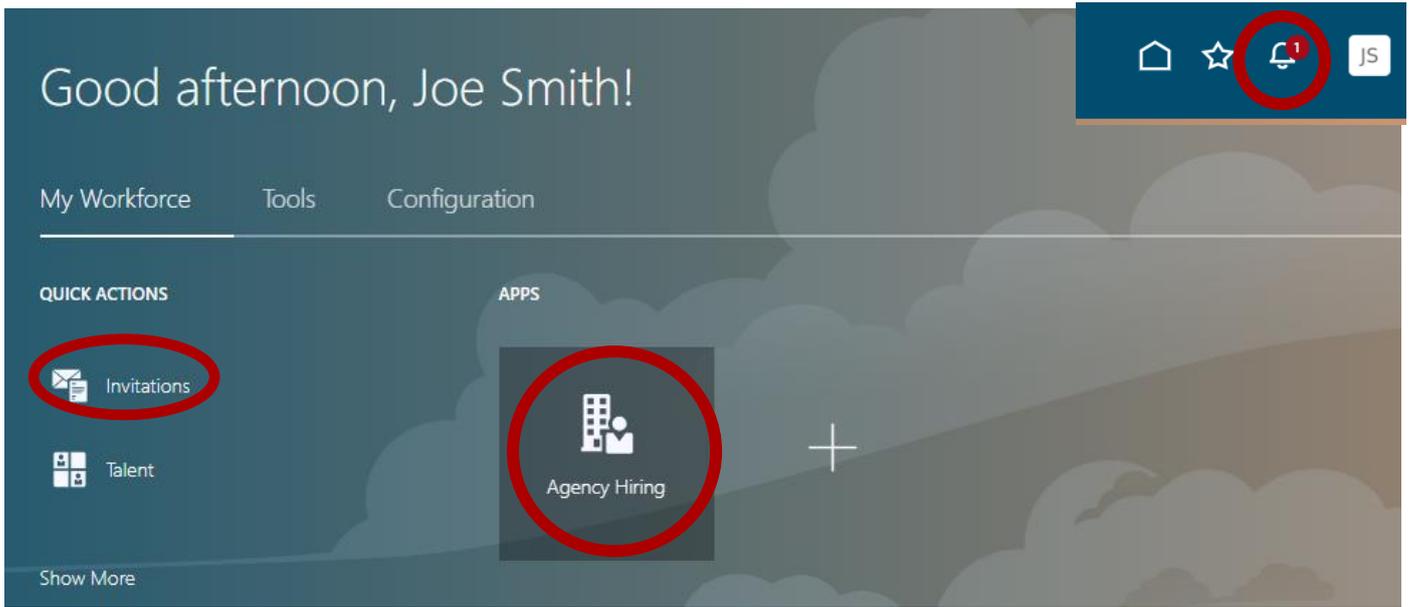


If the candidate is **within rate card**, click the drop-down box and select **Within Rate Card**. Once complete, please click on Save.



You will know it has saved when it shows as above.

## How to Submit a Candidate



- When you have been asked to submit a candidate, please view your **notifications** at the top right corner which is circled above in the bell icon.

When you click on the most recent notification, you will see the below message stating you have been asked to submit candidates for the requisition.

There will be a link here for you to click on that will take you directly through to that requisition.

**FUJITSU**

Dear Joe,

You have been invited to submit candidates for consideration to the job requisition HR Generalist 10\_GRF (13495).

You may view the requisition [here](#) and to view the Agent help guide click the below link.

[Link to PDF document Help Guide]

For any issues/queries please contact your **Fujitsu Recruiting Representative**

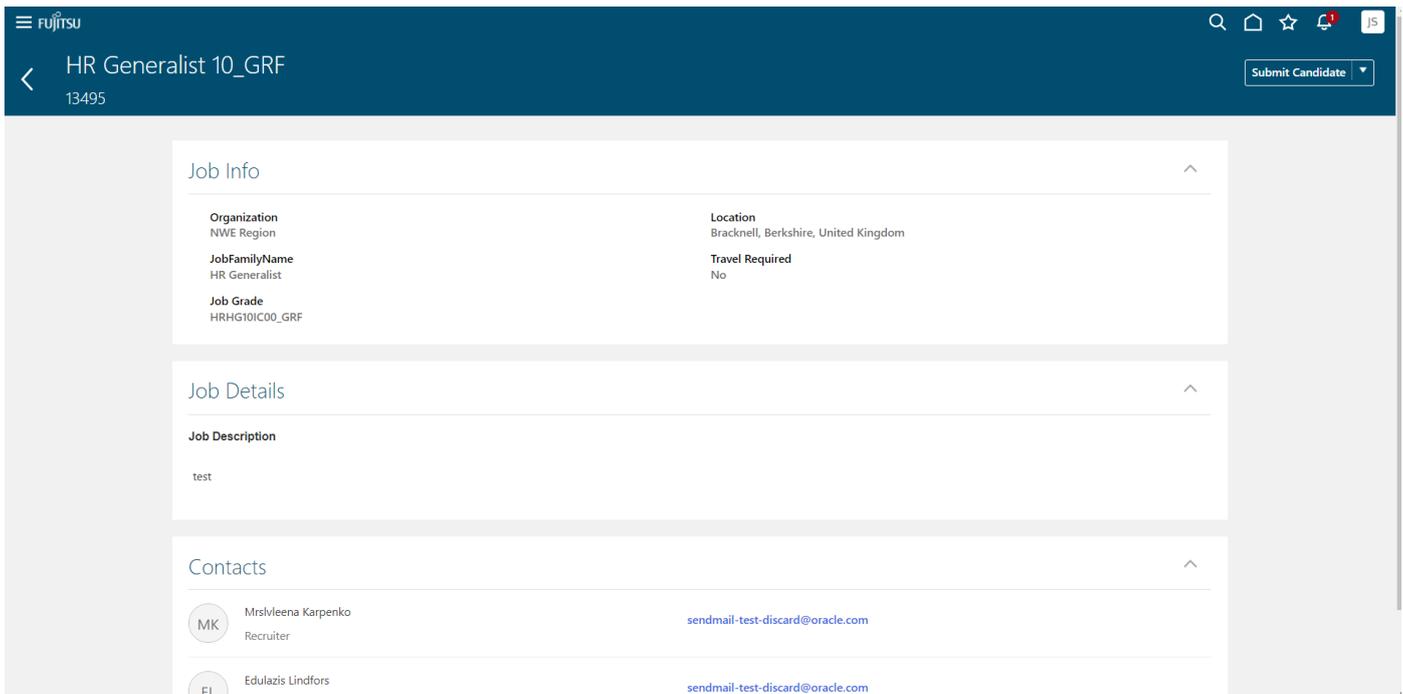
Thank You

**FUJITSU**



You can also access the most recent requisition request through the 'Things to Finish' boxes at the bottom of the screen.

Alternatively, you can view all Requisitions that have been assigned to you via the 'Invitations' quick access button. Within the 'Invitations' section you can see all Reqs assigned to your agency (10 per page) with the facility to filter or search on Keywords to identify specific Reqs.

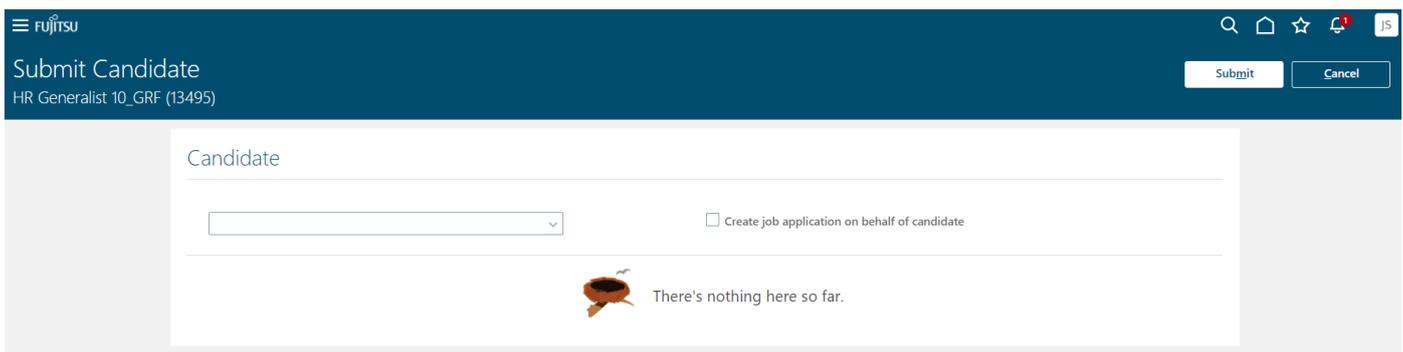


Once you have opened the requisition you will be able to view information about the role, for example, location, job description and Key Contacts from Fujitsu (Hiring Manager and Resource Manager).

To submit a candidate to a role, click on the button, **'Submit Candidate'** in the top right corner



You will then have view of the **'Submit Candidate'** screen.



1. Select from the drop downlist, the candidate you would like to submit to this requisition.

## Candidate

Name	Candidate Number	Location
Joan Smalls	3221005	Derry, GB
Joe Smith 1	3221990	
Sean Black	3221994	
Stephen Nolan	3225997	
Turner Robert	3221003	London, US

Create job application on behalf of candidate



There's nothing here so far.

2. Once the candidate has been selected you **MUST** tick the box '**Create Job application on behalf of Candidate**'. Failure to check this box will mean that the candidate will be loaded as a prospect and then immediately be **rejected by the Recruiter**.

## Candidate

Create job application on behalf of candidate

Joe Smith 1 (3221990)



3. Click on Sumit at the top of the webpage.



4. This will then have submitted your candidate to the requisition and the process is now completed.

**Document control**

<b>Contact:</b>	James Strugess
<b>Authorizer:</b>	James Strugess
<b>Date authorized:</b>	09/08/2023
<b>Next review date:</b>	01/01/2024