

AGENCY

- Agency
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 - JobListing Assignment
 - Candidates by Agency
 - Setup
 - Agency Portal Preview

Recruitment Agency



Search Clear Advanced xls

Edit	Agency	Candidates	Service	Contact	Preferred Supplier	Active Record
	Agency for Scientists		Advertising Agency	Sheldon Cooper	<input checked="" type="checkbox"/>	
	Neurologists Agency		Advertising Agency	Derrick Shepherd	<input checked="" type="checkbox"/>	
	Cardio Surgeons		Advertising Agency	Christina Yang	<input checked="" type="checkbox"/>	
	Paediatric Surgeons		Advertising Agency	Tillie Potts	<input checked="" type="checkbox"/>	
	SEEK				<input type="checkbox"/>	
	Nationally Coordinated Criminal History Check				<input type="checkbox"/>	

Rows 1 to 6 of 6

The Agency menu allows you to set up agencies, set up agency contact logins, view candidates by agency and assign job listings to the agencies.

AGENCY SET UP

- Click Recruitment Agency
- Click  button to set up an Agency
- Enter the Agency name
- Enter the main Contact name
- Click the  button to save the Agency

	Edit	Agency	Contact
<input checked="" type="checkbox"/>		<input type="text" value="Griffindor Scout Headquarters"/> <input type="text"/>	<input type="text" value="Patroclus"/>

VACANCY ASSIGNMENT



Recruitment Agency

Search Clear Advanced xls

Edit	Agency	Candidates	Service	Contact	Preferred Supplier	Active Record
	Agency for Scientists		Advertising Agency	Sheldon Cooper	<input checked="" type="checkbox"/>	
	Neurologists Agency		Advertising Agency	Derrick Shepherd	<input checked="" type="checkbox"/>	
	Cardio Surgeons		Advertising Agency	Christina Yang	<input checked="" type="checkbox"/>	
	Paediatric Surgeons		Advertising Agency	Tillie Potts	<input checked="" type="checkbox"/>	
	SEEK				<input type="checkbox"/>	
	Nationally Coordinated Criminal History Check				<input type="checkbox"/>	
	Tartarus			Hypnos	<input type="checkbox"/>	

Rows 1 to 7 of 7

- Click the  button under the Edit column


Recruitment Agency

Agency Name


Agency Assignments Contact Login


Edit	ID	Title	Location	Published	Start	End
No data						

Add New

- Click the Assignments tab
- Click  Add New

Recruitment Agency Assignment

	JobList ID	Title
		New head Master

- Click the  button to assign the vacancy to the agency









Job Listing


JobList ID: 15
 Title: Griffindor Scout

Publishing

Active Status: Pending
 Publish Start Date:
 Publish End Date:
 Recruitment Owner: DUMBLEDORE, Albus

Agency Assignment

Available		Selected
Agency for Scientists		
Cardio Surgeons		
Nationally Coordinated Criminal History Check		
Neurologists Agency		
Paediatric Surgeons		
SEEK		
Tartarus		
		

- Select the Agency from the Agency Assignment picklist
- Click  to add the Agency to the selected list
- Click

- The Assignment tab will display the vacancy

✓ Save

✗ Delete

Recruitment Agency

Agency Name


Tartarus

Agency

Assignments

Contact

Login

Edit	ID	Title	Location	Published	Start	End
	15	Griffindor Scout	Hogsmeade	false		

[+ Add New](#)

SETUP CONTACT LOGIN

✓ Save

✗ Delete

Recruitment Agency

Agency Name

Tartarus

Agency

Assignments

Contact

Login

Edit	Name	Username	Enabled
No data			

+ Add New

- Click the Login tab
- Click [+ Add New](#)
- Setup the contact info and Login Username and Password

✓ Save

User Profile

Last Name

First Name

Position Name

Email

Phone

Mobile

Login

Login Enabled



Login Username

Login Username must be unique to this user

Login Password

- Click

✓ Save

The agency contact may now login to Datakiosk.com.au using his/her login username. The agency portal is different from the main EmployeeConnect portal. The Agency contact can view add and view candidates he/she has entered in EmployeeConnect. Note that this function does not allow the agency contact to manage or view other applicants other than those he/she has added.