

# Guidelines for Successful Submissions

## Receiving Job Requirements

### **Email notifications sent via Peoplefluent.**

- Make sure your email address is complete and accurate so you receive all Peoplefluent notifications.
- Check your Spam filter to make sure the notifications were not sent there.

### **All requirements are sent to all suppliers by using a tiering system.**

- Tier 1 suppliers are given first access
- Tier 2 suppliers are given access 48 hours after initial release to Tier 1

### **CAI must submit 3 to 5 fully qualified candidates within 4 business days of releasing the requirement to Tier 1.**

## Submitting Candidates

### **Candidate Preparation**

- Peoplefluent will only allow two (2) candidate submissions per supplier by default, so ensure that your best candidates are being submitted.
- Send a copy of the job description from Peoplefluent and share position details – name of organization, length of project, skill sets, location, etc.
- Discuss and finalize rates with your candidate prior to submittal, and whether you or the candidate will be responsible for any expenses incurred for travel to/from interviews with the agency, if a face to face interview is required, etc.
- Inform them that CAI will be calling them directly regarding the position to validate their qualifications and to validate that your company has the authority to represent them for the position.

### **Email Address**

- Enter a valid email address for candidates. Peoplefluent sends automatic emails to the address provided.

### **Phone Number**

- The CAI Account Manager will call candidates directly. If a phone number is not provided, your candidate WILL NOT be considered.

### **Summary of Qualifications**

- Use this field to “sell” your candidate to the CAI Account Manager and Hiring Manager. This is often one of the first pieces of information reviewed.

### **Required/Desired Skills**

- Provide accurate responses to the list of skills on the requirement. CAI Account Manager will validate the skills listed with the candidate.

### **Resume**

- Submit resume on the CAI Account Manager’s template and remove any candidate contact information prior to submittal. List the candidate’s experience with each of the required/desired skills.

### **Electronic Right to Represent**

- Supplier will email the candidate the details of the Peoplefluent requirement (including the Right to Represent template).
- Candidate will paste the template into an email message and update it to reflect position specific details (candidate name, supplier name, requirement name and requirement number).
- Candidate will send email containing completed Right to Represent information to VA\_RTR@compaid.com.
- Candidate’s Right to Represent should come from candidate’s personal email address, and this SAME email address should be entered into the “Questions for Requisition” section in the “Skills” tab.
  - CAI will use the candidate’s personal email address to search VA\_RTR to find the candidate’s Right to Represent. The email address should be the candidate’s personal email address. CAI will monitor the email account to ensure email addresses are not being used to submit multiple candidates, and will reference the email address used when the candidate is submitted against the requirement.

- CAI Account Managers will continue screening candidates following the same process that is currently in place, requiring each candidate to verbally validate the submitting firm. CAI reserves the right to reject candidates that have not submitted the E-RTR at the time of screening.

## Candidate On-Boarding

### **e-Verify**

- Must provide Initial Case Result of candidate selected for engagement within 3 days of engagement start date.

### **National Background Check**

- Candidate must successfully pass background check meeting required criteria by the time of engagement start.

### **Additional Items**

- Agencies may have additional on-boarding items, which will be listed in the requirement.

### **Notifying Account Manager**

- Upon receipt of all required on-boarding documents, you will upload them into the candidate's profile within Peoplefluent and notify the Account Manager associated with the requirement.

## Staying Informed

### **CAI Broadcasts via Peoplefluent**

- Weekly updates listing open requirements with a ranking of HIGH, MEDIUM, or LOW priority, as well as upcoming needs.
- Ad-hoc communications requesting candidate availability for potential opportunities.

## Questions

Please contact CAI's MSP Help Desk (MSP\_VendorMgmt@compaid.com, 800-635-5138) if you have any additional questions.