

NJ IT STAFF AUG CONTRACT VENDOR QUICK GUIDE

Requirement Release

Requirements sent to Vendors based on a Tiering structure

- New Jersey-certified small businesses are given first access for 12 hours after initial release of req.
- All remaining vendors will be given access 12 hours after initial release

CAI must submit 3 fully qualified candidates within 3 business days of releasing the requirement.

Candidate Submittals

Prepare your candidates

- Send your candidate a copy of the job description from Peopleclick.
- Share position details with the candidate – name of organization, length of project, skill sets, location, etc.
- Discuss and finalize rates with your candidate prior to submittal.
- Discuss 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.
- Inform your candidate that a CAI Account Manager will be calling them directly regarding the position to validate their qualifications.
- Your candidate must validate that your company has authority to represent them for this position.

Required Candidate Information for Peopleclick Entry

Candidate Email Address

- Enter a valid email address. Peopleclick sends automatic emails to the address provided.

Summary of Qualifications

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

Candidate Phone Number

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

Required/Desired Skills

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

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.

CAI Account Manager Updates

Weekly Requirement Update

- Email alert sent by the CAI Account Management Team through Peopleclick listing the open requirements with a ranking of HIGH, MEDIUM, or LOW priority.

Ad-hoc Communications

- Updates to requirements, requests for additional candidates, and similar requests will be made on an as needed basis either via email through Peopleclick or phone calls to the vendor.