Helpful Hints for the Vendor Network

Receiving Job Requirements

Email notifications sent via Peopleclick.

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

Requirements are sent by using a tiering system.

- 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 4 business days of releasing the requirement.

Submitting Candidates

Candidate Preparation

- Send a copy of the job description from Peopleclick.
- Share position details – 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, etc.
- Inform them that CAI will be calling them directly regarding the position to validate their qualifications.
- Be certain they can validate that your company has the authority to represent them for the position.

Email Address

- Enter a valid email address for candidates. Peopleclick 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.

Staying Informed

CAI Broadcasts via Peopleclick

- 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.