

ONTARIO TEACHERS' AGENCY PORTAL GUIDE

INSTRUCTIONS FOR AGENCY PARTNERS

CONFIDENTIAL

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Agency Partnership

We are excited to partner with you for our upcoming recruit! This guide will help you navigate through Workday, our applicant tracking system, understand our engagement practices and set expectations for a successful partnership when working with our Talent Acquisition team at Ontario Teachers'.

As an agency partner, you will be given a Workday account, giving you the ability to submit candidates directly to the portal for specific job requisitions. All candidates will be managed in accordance with the appropriate Master Services Agreement (MSA) and Statement of Work (SOW)/Schedule A.

Agency User Set-up

The remainder of this document will focus on how you can access Workday to review vacancies, submit candidates, review job details and any additional system correspondence.

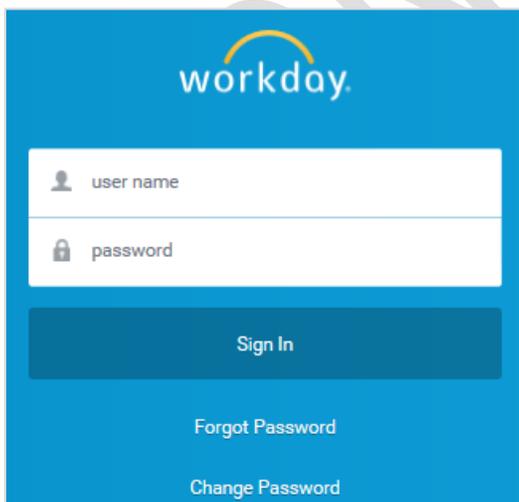
Let's get started! You have provided Ontario Teachers' with your agency user(s) contact details. This information will be used to create a Workday account for each agency user.

Once the agency and agency users have been added to Workday, the user(s) will receive 3 email notifications:

1. A notification advising the individual that their Workday account has been created
2. A notification containing the agency users' username and a link to Workday
3. A notification containing the agency users' temporary password.

Logging into Workday

Using the Workday link in the emails you received, enter your username and password into the Workday login page.



The screenshot shows the Workday login interface. At the top, the Workday logo is displayed on a blue background. Below the logo, there are two input fields: one for 'user name' with a person icon and one for 'password' with a lock icon. A dark blue 'Sign In' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot Password' and 'Change Password'.

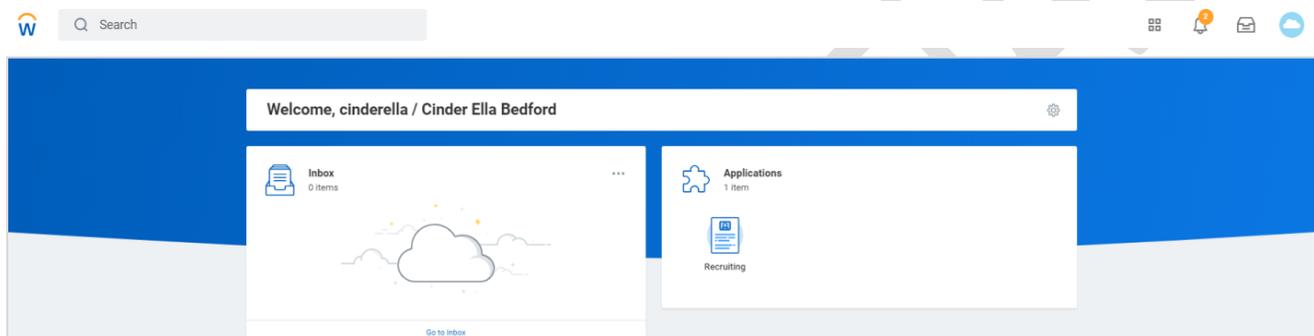
Navigating your Workday homepage

After logging into Workday, you will see a **Recruiting** worklet on your Workday homepage.

Notifications - In the top right, you can access notifications by clicking on the “bell” icon. You will also receive these notifications to your email such as when a job is posted to your agency

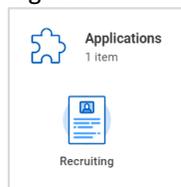
Workday Inbox Actions - Actions are assigned to you in your Workday inbox and you can access your inbox by clicking on the “envelope” icon in the top right. It is important for you to monitor your Inbox items and action them in a timely fashion.

To navigate back to your homepage at any time, click on the Workday logo in the top left.

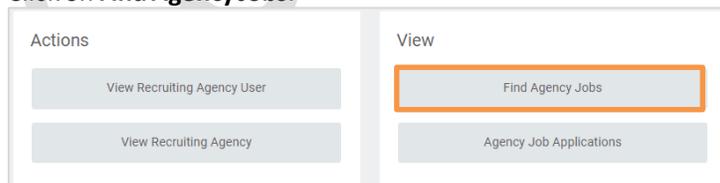


Viewing Open Jobs and Submitting a Candidate

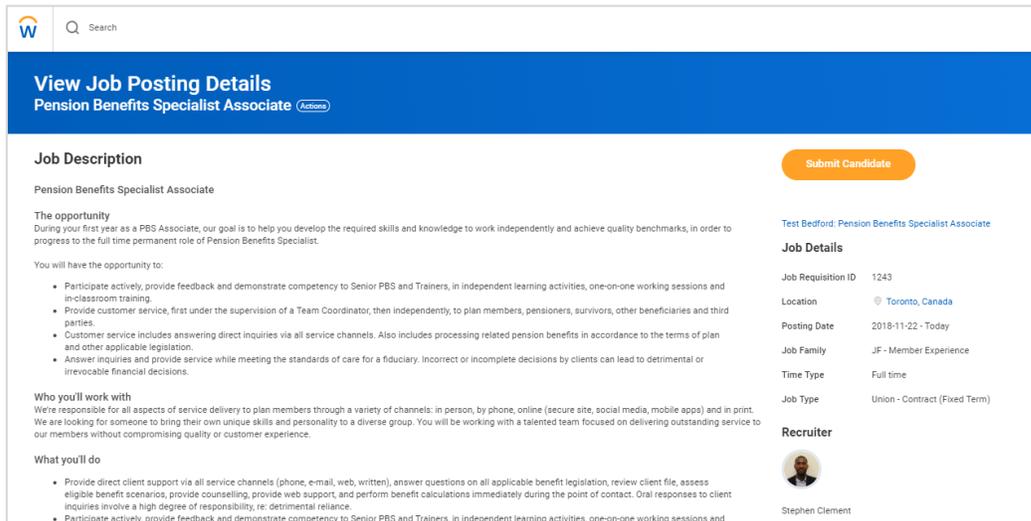
1. When a job is posted to your agency, you will receive a notification to your email. To view the details of the job, login to Workday and click on the **Recruiting** worklet from your homepage.



2. Click on **Find Agency Jobs**.



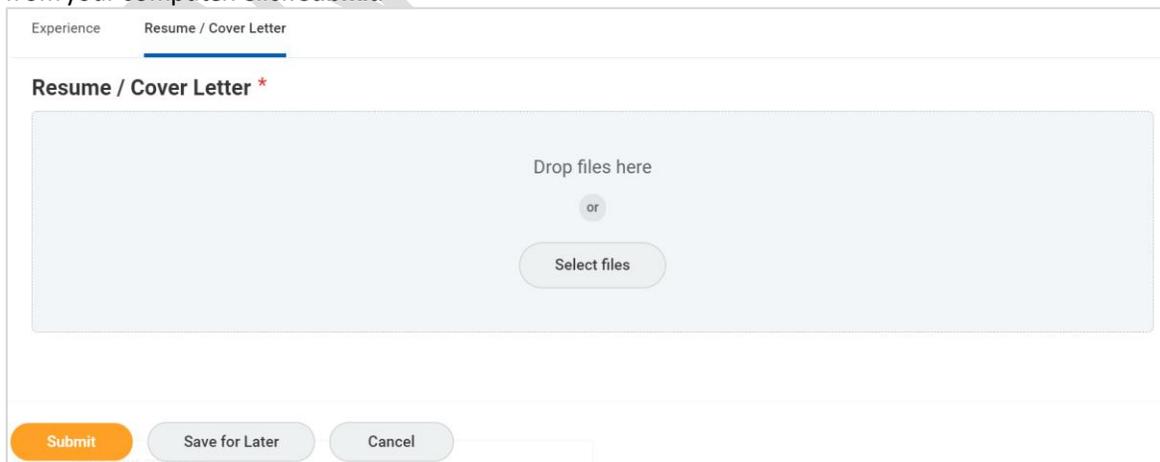
- The **Find Agency Jobs** screen will show you all jobs posted to your agency. Click on the job to view the job posting details including the requisition ID, location, posting date and recruiter name.



The screenshot shows a job posting page with the following sections:

- Job Description:** Pension Benefits Specialist Associate. The opportunity involves developing skills to work independently and achieve quality benchmarks. Responsibilities include participating in training, providing customer service, and processing pension benefits.
- Job Details:**
 - Job Requisition ID: 1243
 - Location: Toronto, Canada
 - Posting Date: 2018-11-22 - Today
 - Job Family: JF - Member Experience
 - Time Type: Full time
 - Job Type: Union - Contract (Fixed Term)
- Recruiter:** Stephen Clement

- To submit a candidate for consideration, click the **Submit Candidate** button.
- Select either **New Candidate** or **Existing Candidate** and click **OK**:
 - New Candidate:** A candidate you have not previously submitted for a role at OTPP.
 - Existing Candidate:** A candidate you have previously submitted for a role at OTPP.
- Enter the candidate's information. The following information is **required**:
 - First and Last name
 - Email address
 - A copy of the candidate's resume
- To upload the candidate's resume, click on the **Resume/Cover Letter** tab, then drag and drop a file or select a file from your computer. Click **Submit**.



The screenshot shows the 'Resume / Cover Letter' upload interface with the following elements:

- Navigation tabs: Experience, Resume / Cover Letter (selected).
- Section title: Resume / Cover Letter *
- Drop zone: A large light blue area with the text 'Drop files here' and a 'Select files' button.
- Buttons: Submit, Save for Later, Cancel.

8. You will receive an action in your Workday inbox to complete a questionnaire to enter the bill rate and pay rate for the candidate. Enter the applicable rates and click **Submit**.

Complete Questionnaire

'Bill Rate: Pay Rate:' for Submit Recruiting Agency Candidate: john john (C107250) (9458557 Canada Inc.: July 19 - Ops Demo - Contractor) ...

5 second(s) ago

Bill Rate: Pay Rate:

Please provide the following rates - Bill Rate:

Please provide the following rates - Pay Rate:

Submit Save for Later Cancel

Next steps: If the candidate has been selected for an interview, a member of our Talent Acquisition team will contact you by email to coordinate. If the candidate is successful, you will be notified of next steps.