

# ONTARIO TEACHERS' AGENCY PORTAL GUIDE

## INSTRUCTIONS FOR AGENCY PARTNERS

This is a confidential document and should only be shared with those noted in the agreement



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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.





### 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.

Q Search				
	Welcome, cinderella / Cinder Ella Bedford		¢	
	Inbox	Applications 1 litern		
		Recruiting		
	Go to Inbox			

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.

Actions	View
View Recruiting Agency User	Find Agency Jobs
View Recruiting Agency	Agency Job Applications



3. 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.

Ŵ	Q Search			
Vi Pei	ew Job Posting Details sion Benefits Specialist Associate com			
Jol Pen:	Description	Submit Cano	didate	
The Durin progr	spportunity given first year as a PBS Associate, our goal is to help you develop the required skills and knowledge to work independently and achieve quality benchmarks, in order to ess to the full time permanent role of Pension Benefits Specialist.	Test Bedford: Pensio Job Details	on Benefits Specialist Associate	
You	Will have the opportunity to: Participate actively, provide feedback and demonstrate competency to Senior PBS and Trainers, in independent learning activities, one-on-one working sessions and inclassions training, first under the supervision of a Team Coordinator, then independently, to plan members, pensioners, survivors, other beneficiaries and third counterner service, first under the supervision of a Team Coordinator, then independently, to plan members, pensioners, survivors, other beneficiaries and third counterner service includes answering direct inquiries via all service channels. Also includes processing related pension benefits in accordance to the terms of plan Answeringuiries and provide service while meeting the standards of care for a fiduciary. Incorrect or incomplete decisions by clients can lead to detrimental or inrevocable financial decisions.	Job Requisition ID Location Posting Date Job Family Time Type	1243 Toronto, Canada 2018-11-22 - Today JF - Member Experience Full time	
Who Ne're Ne a our n	you'll work with responsible for all aspects of service delivery to plan members through a variety of channels: in person, by phone, online (secure site, social media, mobile appo) and in print. e looking for someone to bring their own unique skills and personality to a diverse group. You will be working with a talented team focused on delivering outstanding service to embers without compromising quality or customer experimence.	Job Type Recruiter	Union - Contract (Fixed Term)	
Wha	t you'll do Provide direct client support via all service channels (phone, e-mail, web, written), answer questions on all applicable benefit legislation, review client file, assess eligible benefit scenarios, provide counselling, provide web support, and perform benefit calculations immediately during the point of contact. Oral responses to client inquiries involve a high degree of responsibility, re: detrimental reflance. Participate active, provide redback and demonstrate competency to Senio PBS and Trainers, in independent learning activities, one-on-one working sessions and	Stephen Clement		

- 4. To submit a candidate for consideration, click the Submit Candidate button.
- 5. 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.
- 6. Enter the candidate's information. The following information is required:
  - First and Last name
  - Email address
  - A copy of the candidate's resume
- 7. To upload the candidate's resume, click on the **Resume/Cover Letter** tab, then dragand drop a file or select a file from your computer. Click **Submit**.

Resume /	Cover Letter *		
		Drop files here or Select files	



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)	
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.