Helpful Hints for the Vendor Network

Receiving Job Requirements and Email Notifications

Requirements and email notifications are 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.
- CAI sends weekly updates listing open requirements with a ranking of HIGH, MEDIUM, or LOW priority, as well as upcoming needs.
- CAI also sends ad-hoc communications requesting candidate availability for potential opportunities.

CAI must submit 3 fully qualified candidates within 4 business days of requirement release

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.
- Make candidate aware of any potential out-of-pocket expenses (e.g. ID badges, parking, housing, 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. If the resume is not provided, your candidate **WILL NOT** be considered.

Right to Represent

- Every candidate must complete a **Right to Represent** form when being submitted for consideration. This must be attached to the candidate's submission in Peopleclick. If not, your candidate **WILL NOT** be considered.

Background Check

- Every candidate **chosen for engagement** must meet the State's background check requirements (http://dti.delaware.gov/pdfs/pp/StateOfDelawareInformationSecurityPolicy.pdf)