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# **How to post jobs & engage agencies?**

## Taleo user integration

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Use Candex to post jobs to let agencies find the perfect candidate for you

# Taleo User Integration

- Click on My Activity
- Click on the [+] next to orders.
- Fill out the details of the role at the top, and the email address of the supplier at the bottom.
- Select the correct recruitment category and the proper fee.
- Release the role to Candex Agency from the agency portal.
- To engage multiple suppliers, click on the Engage Business Partner button from the same role to create separate discreet chats with different suppliers.

The screenshot shows the Zebra New Order form. On the left is a dark sidebar with a 'Zebra' logo and a search icon. Below the logo are four menu items: 'My Activity' (with a pink arrow pointing to it and a blue badge with '1'), 'My Requests', 'Order Feed', and 'Settings'. Below these is an 'ORDERS' section with a '+' icon and a blue badge with '1'. Under 'ORDERS' is a link 'r95780 sr engineer' with a blue badge with '1'. At the bottom of the sidebar is a user profile for 'David London' with a green circle containing a 'D' and the text 'Online'. The main content area is titled 'New Order' and has a search bar and a 'Sign out' link. It contains several form fields: 'Title' (dropdown), 'ID #' (text input, with a pink arrow pointing to it and a blue callout box saying 'Fill out the ID# with the order # from Taleo'), 'Division' (dropdown), 'Department' (dropdown), 'Country' (dropdown), 'City' (text input), and 'Description (optional)' (text input with an 'add' link). There is a 'Confidential' checkbox. Below these is the 'Engage Partners' section with fields for 'Billing Entity' (dropdown), 'Category' (dropdown with 'Contingency Recruitment' selected and a blue link 'Purchasing Terms'), 'To (email)' (text input with 'zack@miller.com'), and 'Fee' (dropdown with '%of salary' selected and a percentage input field). At the bottom are two buttons: 'Engage' (with a pink arrow pointing to it) and 'Add payment now'.

**Zebra** ▾

My Activity **1**

My Requests

Order Feed

Settings

ORDERS **+**

**r95780 sr engineer** **1**

**D** David London  
Online

### New Order

search **?** Sign out

Title

ID #

Division

Department

Country

City

Description (optional) [add](#)

☐ Confidential

#### Engage Partners

Billing Entity

Category  [Purchasing Terms](#)

To (email)

Fee  %

**Engage** **Add payment now**

Fill out the ID# with the order # from Taleo