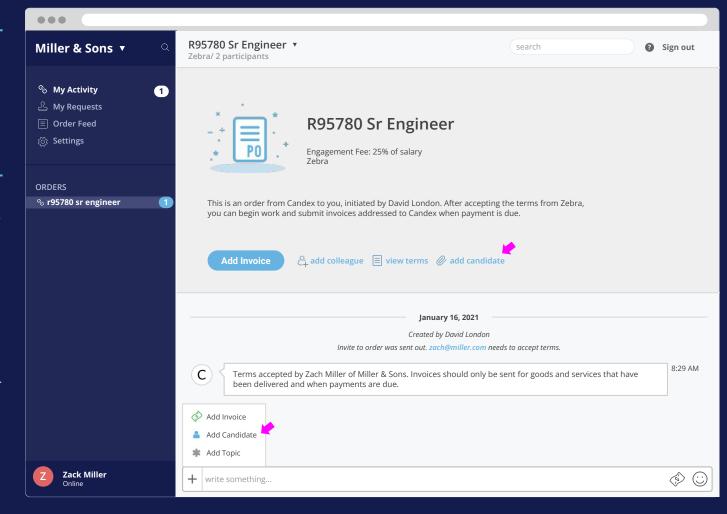
CANDEX

How to upload candidates (For standard use including Workday and Taleo integrations)

Use Candex to upload candidates

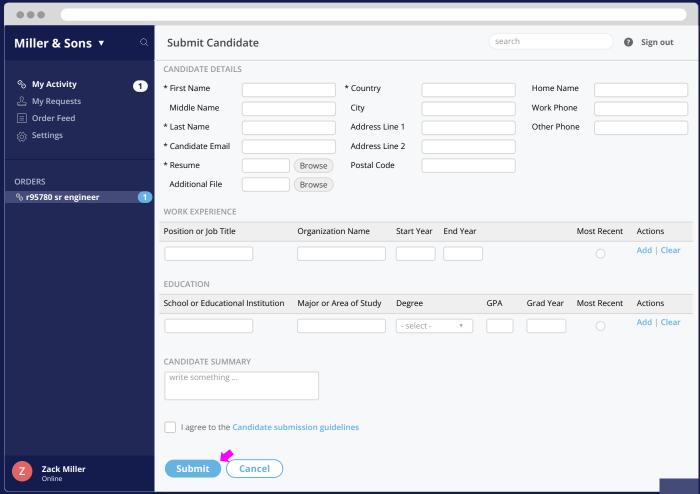
Upload Candidates Resume

- → Most employers require that agencies upload their candidates to Candex, and some are also using different candidate management tools in addition to Candex - such as BrassRing, Taleo or Workday. If you are unsure which tool is being used by your client, you can either ask them or contact support@candex.com
- In order to do so either click on "add candidate" next to the paper clip sign, or the [+] icon on the chat line and select Add Candidate:



Candidates Submitted Workday/ BrassRing

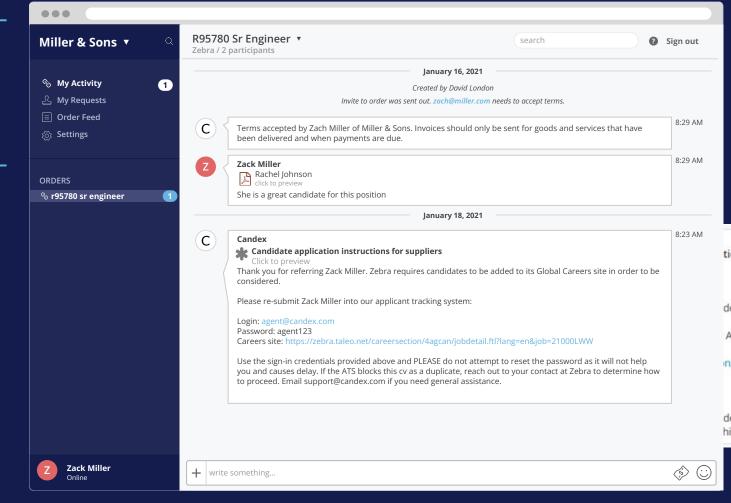
- → Requirement as in the employers ATS
- When fill out the lines such as work experience - need to fill the whole line



Candidates Submitted Taleo

- → <u>Taleo:</u> Once you submit the candidate you will receive a referral to submit the same candidate on to Taleo.
- Use the link and credentials provided to access the role on Taleo.

IMPORTANT: DO NOT ATTEMPT TO RESET THE PASSWORD!



Duplicate Candidates

- All candidates submitted to BrassRing/Workday will undergo a duplicate check.
- candidates who were previously introduced to the employer will be placed on hold, and the employer will have the authority to decide whether to accept/decline them:
- candidates who were already submitted / applied to the same position will be rejected with no override option.

