

CANDEX

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## **How to upload candidates**

(For standard use including  
Workday and Taleo  
integrations)

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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:

The screenshot displays the Miller & Sons interface on the Candex platform. The left sidebar contains navigation options: My Activity (1), My Requests, Order Feed, and Settings. Below this is the ORDERS section with a sub-item for 'r95780 sr engineer' (1). The main content area shows the order details for 'R95780 Sr Engineer' by Zebra, with 2 participants. It includes an engagement fee of 25% of salary and a description of the order initiated by David London. Action buttons include 'Add Invoice', 'add colleague', 'view terms', and 'add candidate' (highlighted with a pink arrow). A chat window shows a message from Zach Miller of Miller & Sons, with a response menu containing 'Add Invoice', 'Add Candidate' (highlighted with a pink arrow), and 'Add Topic'. The bottom status bar shows 'Zack Miller Online' and a chat input field.

Miller & Sons ▾

R95780 Sr Engineer ▾  
Zebra/ 2 participants

search ? Sign out

My Activity 1  
My Requests  
Order Feed  
Settings

ORDERS  
r95780 sr engineer 1

R95780 Sr Engineer  
Engagement Fee: 25% of salary  
Zebra

This is an order from Candex to you, initiated by David London. After accepting the terms from Zebra, you can begin work and submit invoices addressed to Candex when payment is due.

Add Invoice add colleague view terms add candidate

January 16, 2021  
Created by David London  
Invite to order was sent out. zach@miller.com needs to accept terms.

C Terms accepted by Zach Miller of Miller & Sons. Invoices should only be sent for goods and services that have been delivered and when payments are due. 8:29 AM

+ Add Invoice  
+ Add Candidate  
+ Add Topic

Z Zack Miller  
Online

+ write something...

# 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

Miller & Sons ▾

My Activity 1

My Requests

Order Feed

Settings

ORDERS

r95780 sr engineer 1

Z Zack Miller  
Online

Submit Candidate

search ? Sign out

CANDIDATE DETAILS

\* First Name

\* Country

Home Name

Middle Name

City

Work Phone

\* Last Name

Address Line 1

Other Phone

\* Candidate Email

Address Line 2

\* Resume

Browse

Postal Code

Additional File

Browse

WORK EXPERIENCE

Position or Job Title	Organization Name	Start Year	End Year	Most Recent	Actions
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div>Add   Clear</div>

EDUCATION

School or Educational Institution	Major or Area of Study	Degree	GPA	Grad Year	Most Recent	Actions
<div></div>	<div></div>	<div>- select - ▾</div>	<div></div>	<div></div>	<div></div>	<div>Add   Clear</div>

CANDIDATE SUMMARY

write something ...

☐ I agree to the [Candidate submission guidelines](#)

Submit

Cancel

3

# Candidates Submitted Taleo

→ **Taleo:** 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!**

Miller & Sons ▾

My Activity 1

My Requests

Order Feed

Settings

ORDERS

r95780 sr engineer 1

Z Zack Miller Online

R95780 Sr Engineer ▾  
Zebra / 2 participants

search

Sign out

January 16, 2021

Created by David London  
Invite to order was sent out. [zach@miller.com](mailto:zach@miller.com) needs to accept terms.


C

Terms accepted by Zach Miller of Miller & Sons. Invoices should only be sent for goods and services that have been delivered and when payments are due.

8:29 AM

Z

Zack Miller

 Rachel Johnson  
[click to preview](#)

She is a great candidate for this position

8:29 AM

January 18, 2021

C

\* Candidate application instructions for suppliers

[Click to preview](#)

Thank you for referring Zack Miller. Zebra requires candidates to be added to its Global Careers site in order to be considered.



Please re-submit Zack Miller into our applicant tracking system:

Login: [agent@candex.com](mailto:agent@candex.com)  
Password: agent123  
Careers site: <https://zebra.taleo.net/careersection/4agcan/jobdetail.ft!lang=en&job=21000LWW>

Use the sign-in credentials provided above and PLEASE do not attempt to reset the password as it will not help you and causes delay. If the ATS blocks this cv as a duplicate, reach out to your contact at Zebra to determine how to proceed. Email [support@candex.com](mailto:support@candex.com) if you need general assistance.

8:23 AM

+ write something...



# 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.

R95780 Sr Engineer  
Zebra

search


📶 @ ⋮

December 30, 2020

Created by David London  
David London invited [zack@miller.com](mailto:zack@miller.com)

Z


Zack Miller

 Bianca Delacroix  
Click to preview

10:34 AM

Z

Zack Miller


 Constitution Mendez  
Click to preview

10:37 AM

December 31, 2020


Z

Zack Miller

 Penelope Crawley  
Click to preview

4:34 PM

Zack Miller

 **45877: Candidate duplicate**  
Click to preview  
This candidate is already on the employer's database for previous roles (candidate ID: 458577).  
This submission is awaiting acceptance from Zebra.


3:34 PM

Accept

Decline

Z

Zack Miller

 Zahara Zhu  
Click to preview

2:34 PM

+

write something...