



An  Pre-Employment Services Company

## Talent Supplier Portal User Guide

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## Login

Login using the following:

- URL =http://www.talentsupplier.virtualedge.com/Login
- Client Company Name = company name
- User Name = [your username]
- Password = [your password]

Change your password if forced (6 character minimum, alpha AND numeric).

If you attempt to login and fail, you will see a lock out warning. Read carefully and act accordingly.

**VirtualEdge : Talent Supplier Login**

**THE USER INFORMATION YOU HAVE PROVIDED IS INVALID!**

You have attempted to Login 1 time(s).


You have 7 login attempt(s) remaining before your account is locked!

If you have forgotten your password enter your User Name below and [Click HERE](#)

Client Company Name : vetraining

User Name :

Password :




**VirtualEdge | TALENT SUPPLIER PORTAL**

**VirtualEdge : Talent Supplier Login**

Client Company Name :

User Name :

Password :



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**Note: If you use VirtualEdge to support multiple clients, you will need to log in & out each time you wish to access a different client's requisitions and candidates.**

## Navigating VirtualEdge

myDesktop is the default landing view for the VE Talent Supplier Portal every time you login. From here, you can see the multiple frames which create the VE Talent Supplier Portal:

- The top frame will never change – allowing you to easily search for Requisitions and Candidates using the Module links at the top of the page. In addition, links to return myDesktop (F5 will also return to myDesktop) and access myVE (system preferences) will always be available as well as a Logout link to exit VirtualEdge and a Help link to access this User's Guide.
- The At-A-Glance menu will always appear on the left-side panel and is your best resource to find information about requisitions that have been “assigned” to you or candidates that you have previously submitted.
- The right frame – displaying myDesktop (identification credentials) upon logging in – is where you will perform most actions in VirtualEdge – ex. submitting Candidates to a Requisition.



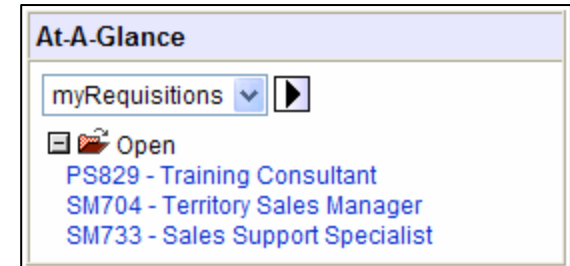
Note: Always use VE Professional navigation (not browser navigation).

## At-A-Glance

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There are two options under the At-A-Glance menu:

The first is myRequisitions. As you can see in the screen shot at right, this will display a list of any requisitions to which you have been assigned categorized by requisition status. To view the requisition, simply click on the appropriate link and the requisition details will appear in the right frame. From there, you will be able to submit candidates and view your previous submittals.



mySubmittals is the other option available in the At-A-Glance menu. This feature shows you all candidates you have previously submitted. As you can see, the submittals are broken out by requisition – giving visibility to how you can submit the same candidate to multiple requisitions. The candidate names are links to view the candidate profile – from which you will be able to edit the candidate profile, add system notes, and submit to additional requisitions.



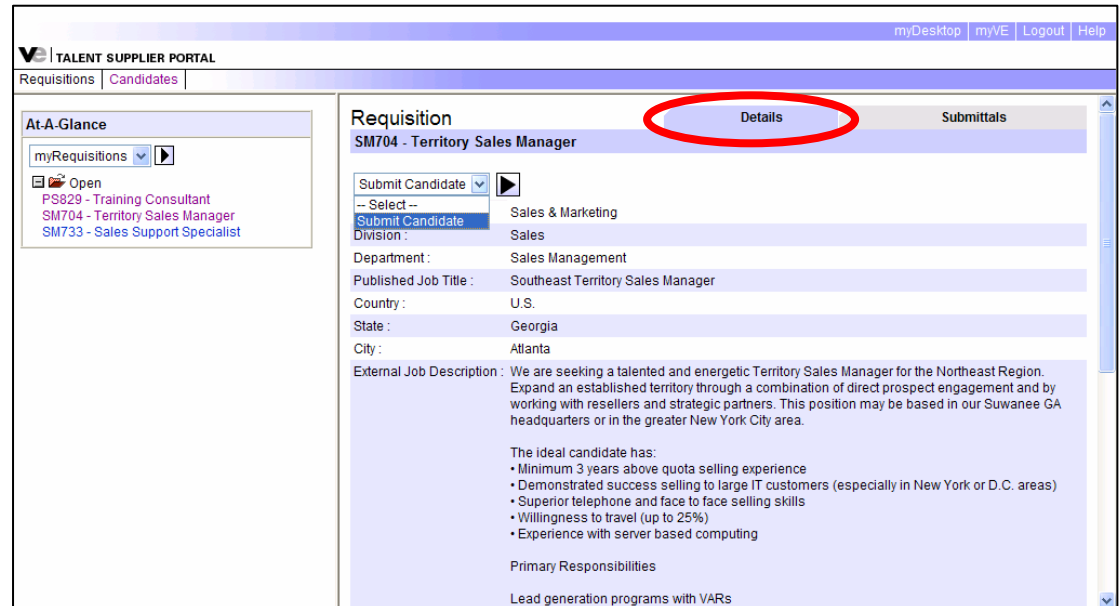
## Understanding the Requisition

After clicking on your requisition number, you will see the screen shot at right.

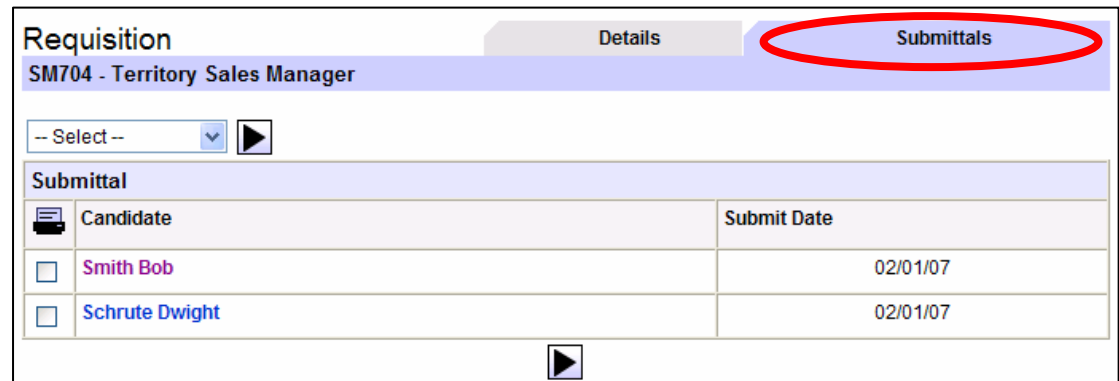
The **Details** tab is loaded by default which displays relevant information about the requisition.

The **Submittals** tab - pictured at the bottom of this page – shows the names & dates of any candidates you have previously submitted to this requisition. The candidate names are links which will load the candidate's profile at the bottom of the page.

The Select menu is the same regardless of whether you are viewing the **Details** tab or the **Submittals** tab and has only one option – **Submit Candidate** – explained on the following page.



The screenshot shows the 'Talent Supplier Portal' interface. The 'Details' tab is selected and circled in red. The requisition title is 'SM704 - Territory Sales Manager'. The 'Submit Candidate' dropdown menu is open, showing the 'Submit Candidate' option. The job details include: Division: Sales, Department: Sales Management, Published Job Title: Southeast Territory Sales Manager, Country: U.S., State: Georgia, and City: Atlanta. The external job description and primary responsibilities are also visible.



The screenshot shows the 'Submittals' tab selected and circled in red. It displays a table of submitted candidates for the requisition 'SM704 - Territory Sales Manager'.


Candidate	Submit Date
<input type="checkbox"/> <a href="#">Smith Bob</a>	02/01/07
<input type="checkbox"/> <a href="#">Schrute Dwight</a>	02/01/07


## Submit Candidates

By selecting **Submit Candidate** from the Requisition view, you will be taken to the screen shot at right.

The page will reload with two smaller frames within the one large right-hand frame. The two scroll bars are an indication of the two smaller frames. Hover your mouse in between the two frames a double arrow will appear – allowing you to adjust the height of each frame.

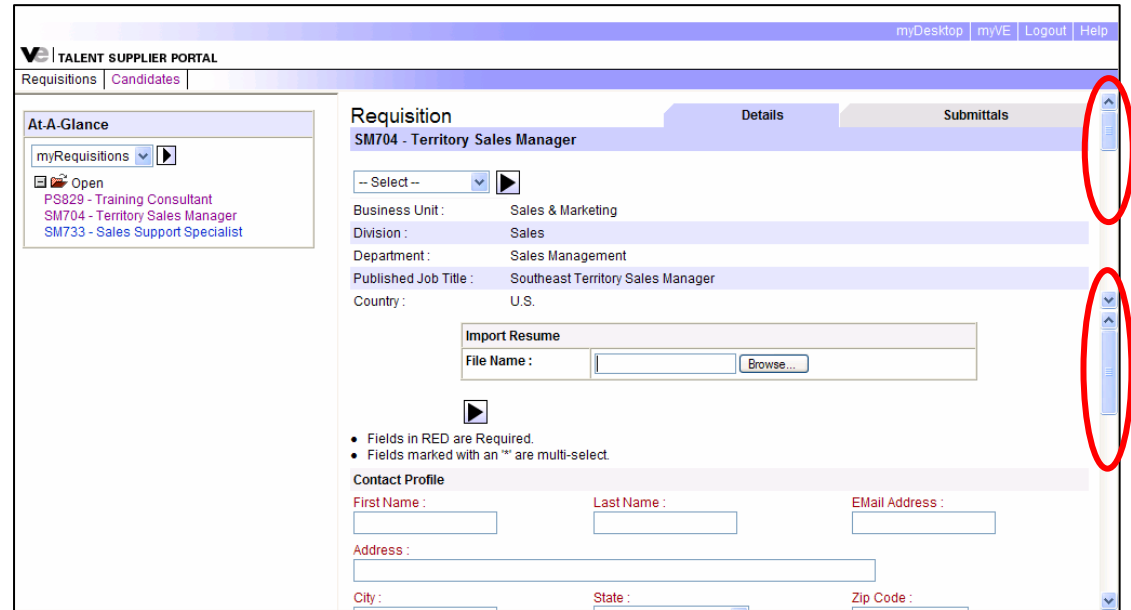
- The top frame is the requisition Details tab – explained previously.
  - The **Submit Candidate** option is also available from the **Submittals** tab – in which the top frame will show previous submittals instead of the requisition view.
- The bottom frame allows you to enter details about your Candidate.
  - Use the **Import Resume** tool in the middle of the page to browse for the Candidate's resume on your computer. The system will parse out the profile information and populate any fields it can decipher from the Candidate's resume.

At the bottom of the page, you will see an  icon. This icon will take you to a confirmation page where you can review your information.

- Click the  icon and the bottom section will show a read-only page of the Candidate profile. This is confirmation that you have submitted your Candidate.

- OR -

- Enter the Candidate's information into the boxes at the bottom of the page



 **Confirm Entry Below**

**Contact Profile**

<b>First Name :</b>	<b>Last Name :</b>	<b>Email Address :</b>
Bob	Pierson	bobpierson@thisisnotmyemail.com
<b>Address :</b>		
606 Cooper Landing Road B- 6 D		
<b>City :</b>	<b>State :</b>	<b>Zip Code :</b>
Cherry Hill	New Jersey	08002
<b>Phone (Primary) :</b>		
18564141810		
<b>Agency Name :</b>		
ABC Agency		

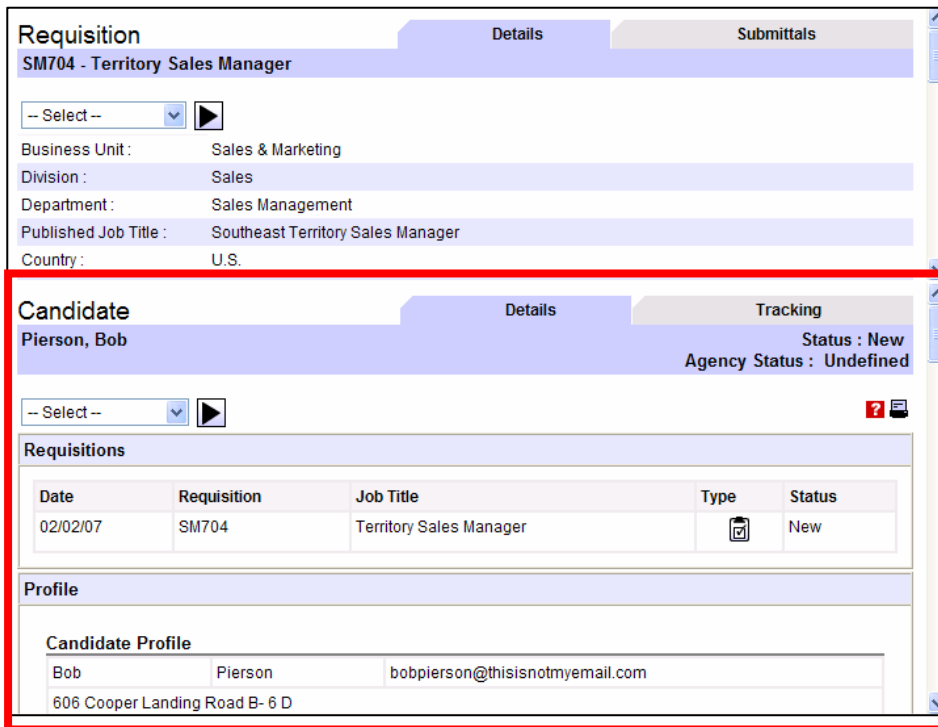


## Understanding the Candidate Profile

There are many ways that you can access a Candidate profile. As described earlier, the **mySubmittals** section in the At-A-Glance menu allows you to view your Submittals by requisition.

Clicking on a Candidate's name will load the profile into the right frame.

In addition, you have visibility to the profile after submitting a Candidate to a requisition. The bottom frame

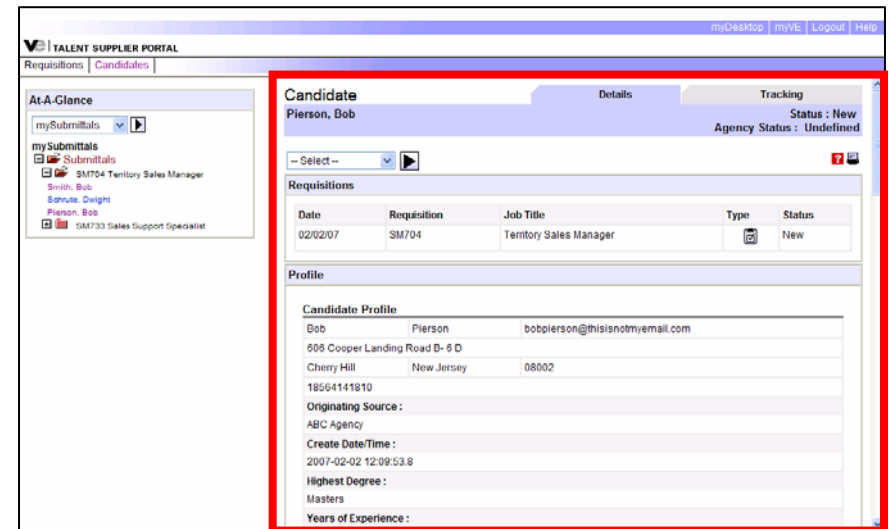


The screenshot shows two frames from the Talent Supplier Portal. The top frame displays a Requisition for 'SM704 - Territory Sales Manager' with details such as Business Unit (Sales & Marketing), Division (Sales), and Department (Sales Management). The bottom frame, highlighted with a red border, shows the Candidate profile for 'Pierson, Bob'. The profile includes a Requisitions table and a Candidate Profile section.

Date	Requisition	Job Title	Type	Status
02/02/07	SM704	Territory Sales Manager		New

**Candidate Profile**

Bob	Pierson	bobpierson@thisisnotmyemail.com
606 Cooper Landing Road B- 6 D		



This screenshot shows the Candidate profile for 'Pierson, Bob' in the Talent Supplier Portal. The profile is displayed in a right-hand frame, with a red border highlighting the 'Candidate' and 'Details' tabs. The 'Details' tab is active, showing a Requisitions table and a Candidate Profile section.

Date	Requisition	Job Title	Type	Status
02/02/07	SM704	Territory Sales Manager		New

**Candidate Profile**

Bob	Pierson	bobpierson@thisisnotmyemail.com
606 Cooper Landing Road B- 6 D		
Cherry Hill New Jersey 08002		
18564141810		
Originating Source: ABC Agency		
Create Date/Time: 2007-02-02 12:09:53.8		
Highest Degree: Masters		
Years of Experience:		

The Candidate profile has 2 tabs – much like the Requisitions tab:

- Details** – The Details tab is divided into 3 sections:
  - Requisitions** – Displays all requisitions to which you have submitted this Candidate
  - Profile** – Displays the information entered during the Submit Candidate feature – ex. Name, Create Date, etc.
  - Resume** – At the very bottom of the Details tab, you will be able to view a text version of the Candidate's resume – uploaded of course while submitting the Candidate to a Requisition.
- Tracking** – The Tracking tab shows a complete history of actions taken against this candidate – ex. Candidate creation, profile edits, etc.

## Candidate Status

As you can see, there are 2 fields at the top right of the Candidate profile – **Status & Agency Status**. These fields are used for different purposes.

- **Status** – The Candidate’s global status. As the Candidate moves through the hiring process on this and other requisitions, a global status is assigned:
  - **New (N)**: Candidate is in the Submittal/Consider/Unconsider stages
  - **Interview Process (IP)**: Candidate is in the Interview in Progress or Cleared Interview stage
  - **Available (A)**: Candidate has been Rejected in Interview, Offer Rejected/Rescinded, or Released (after being Hired)
  - **Offer Extended (OE)**: An offer has been extended to the Candidate.
  - **Offer Accepted (OA)**: The Candidate has accepted an offer.
  - **Hired (H)**: The Candidate has been Boarded.



Requisition	Job Title	Type	Status
02/02/07	SM704	Territory Sales Manager	New

Within each requisition, you will also see a Status column. This column reflects the Candidate’s status as it relates to a particular requisition. VirtualEdge has a 5-step hiring process and this Status column will change as dictated by your client company. Possible Status values include:

1. **New** – Candidate has been submitted to the requisition but not yet reviewed.
2. **Being Considered/Unconsidered** – Candidate has met (or not met) minimum qualifications and is (or is not) to be scheduled for an interview
3. **Interview in Process/Cleared Interview/Rejected in Interview** – Interviews have been scheduled, Candidate’s interview series has been Closed and is offer is likely forthcoming, or Candidate was rejected during the interview process.
4. **Offer Extended, Offer Accepted, Offer Rejected, Offer Rescinded** – An offer has been extended to the Candidate, the Candidate has accepted the offer, the Candidate rejected an extended offer, or the offer was rescinded by the company.
5. **Hired** – The Candidate has been Hired for the requisition.

- **Agency Status** – This status is **not** related the Candidate’s progress through the hiring process. Instead, the Agency Status is used to indicate to you, the agency user, whether or not the company has approved your submittal. In layman’s terms, this implies whether or not you will be compensated for your submittal. Note however that this status is not the final determination and that you must check with your client for clarification. Possible values include:
  - **Undefined** – This is the default status for all submittals and indicates that your client company has not yet determined the Candidate’s eligibility.
  - **Approved** – Your submittal has been **accepted**. This does not indicate that the Candidate has been hired or not; rather, it is simply notifying you that your submittal is valid. Depending on your client’s configuration, you will receive an e-mail notifying you of the approval.
  - **Not Approved** – Your submittal has been **rejected**. This does not indicate that the Candidate has been hired or not; rather, it is simply notifying you that your submittal is **not** valid. Depending on your client’s configuration, you will receive an e-mail notifying you of the approval.





## Candidate Options

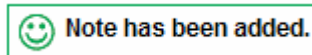
From the Candidate profile, there are 3 additional options:

- Create a Note
- View Notes
- Edit Candidate
- Requisition Activity

Each of these 3 options is explained below:


**Create a Note:** This option allows you to add a note to the Candidate's profile – perhaps capturing information unable to be entered in the standard **Submit Candidate** screen. These notes are of course viewable at any time, but they are also viewable by the client company. Notes are **not** able to be edited or deleted once saved into the system so take extra care before creating a Candidate note.

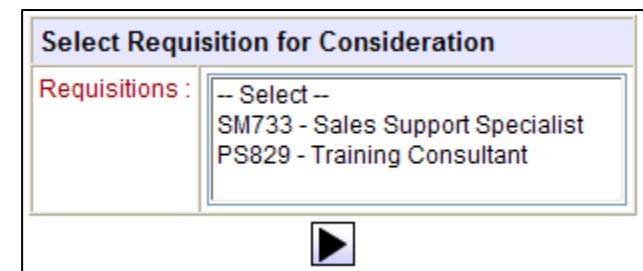
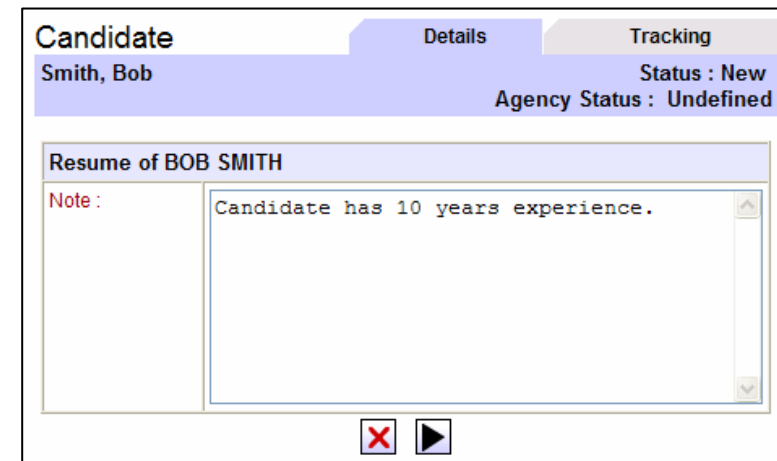
To submit a note, enter the text into the box and click the  to view a confirmation screen. From there, click on the  icon to save your note – displaying the following:



**View Notes:** This menu option will only appear if (1) you have used the **Create a Note** option described above or (2) your client has added a note via their VirtualEdge portal. If neither of those has occurred, the **View Notes** option will not appear.

**Edit Candidate:** Use this option if you need to modify your Candidate's profile information – ex. name, phone, resume, etc. Changes made here are immediately reflected in VirtualEdge – and of course tracked in the Candidate's **Tracking** tab.

**Requisition Activity:** From the Candidate profile, this option allows you to submit a Candidate to a requisition. By selecting this option, the **Select Requisition for Consideration** box will appear. Click on the requisition(s) to which you wish to apply the Candidate and click the . The Candidate will immediately be attached to the indicated requisition(s).



## Searching Requisitions & Candidates

The 2 screen shots on the right side of the page give a snapshot into searching Requisitions and Candidates. You can access these Search pages by clicking on the appropriate links at the top-left of the page:



The search screens are each split into 2 sections. At the top are the parameters you will use to target your search. The most common parameter of course will be the keyword search – allowing you to search text fields on the requisition as well as the Candidate's resume.

**Note:** When executing a search, you are only searching (1) the **requisitions** that have been assigned to you by your client for the company which you are logged in and/or (2) the **candidates** that you have submitted to requisitions for the client to which you are logged in.

At the bottom of the search screen are filters which will allow you to further limit your search results. Available filters for a requisition search include recruiter and requisition status while candidate filters include overall status, among others.

After executing a search, results will appear in the same left-hand frame as the search parameters screen – pictured below:

Search Requisitions	
Search Results : 3 Record(s)	
<ul style="list-style-type: none"> <li>New Search</li> </ul>	
Click requisition number to view details.	
Requisitions	
Requisition	Title
PS829	Training Consultant
SM704	Territory Sales Manager
SM733	Sales Support Specialist

Search Candidates			
Search Results : 3 Record(s).			
<ul style="list-style-type: none"> <li>New Search</li> <li>Save Query</li> </ul>			
Click on candidate name to view resume.			
Candidates			
<input checked="" type="checkbox"/>	S	Name	Post Date
<input type="checkbox"/>	N	PIERSON, Bob	02/02/07
<input type="checkbox"/>	N	SCHRUTE, Dwight	02/01/07
<input type="checkbox"/>	N	SMITH, Bob	02/01/07

