

CANDEX

How to post jobs & engage agencies?

Standard user

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

Standard User

- Click on My Activity
- Click on the [+] next to Orders to create a New order.
- Fill out the top part with the details of the role.
- Fill out the bottom part with the email address of the supplier.
- Ensure to select the correct recruitment category and enter the proper fee.
- 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 a web application interface for creating a new order. The left sidebar contains navigation options: My Activity (with a notification badge '1'), My Requests, Order Feed, and Settings. Below this is an 'ORDERS' section with a '+' icon and a user entry 'r95780 sr engineer' (with a notification badge '1'). The main content area is titled 'New Order' and includes a search bar and a 'Sign out' link. The form fields are: Title (dropdown), Division (dropdown), Department (dropdown), Country (dropdown), City (text input), Description (optional) with an 'add' link, and a 'Confidential' checkbox. The 'Engage Partners' section includes: Billing Entity (dropdown), Category (dropdown with 'Contingency Recruitment' selected and a 'Purchasing Terms' link), To (email) (text input with 'zack@miller.com'), and Fee (dropdown with '%of salary' selected, a text input, and a '%' symbol). At the bottom are two buttons: 'Engage' and 'Add payment now'. Pink arrows point to the 'My Activity' link, the '+' icon in the ORDERS section, the 'Description (optional)' label, and the 'Engage' button.

Zebra ▾

My Activity **1**

My Requests

Order Feed

Settings

ORDERS **+**

r95780 sr engineer **1**

New Order search **?** Sign out

Title Confidential

Division

Department

Country

City

Description (optional) [add](#)

Engage Partners

Billing Entity

Category [Purchasing Terms](#)

To (email)

Fee %

Engage **Add payment now**

D **David London**
Online