

CANDEX

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# How to post jobs & engage agencies?

## Workday user

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Use your ATS system to post jobs to let agencies who uses Cansex find the perfect candidate for you.

# Workday User

→ In Workday, post the role to  
Candex from the Talent Gateway.

The screenshot displays the Workday Talent Gateway interface for the job R95780 Sr Engineer. The page includes a search bar, navigation tabs (Candidates, Overview, Details, Organizations, Job Postings), and a 'Post Job' button. A table lists existing job postings with columns for Job Posting, Type, Posting Start Date, Posting End Date, Primary Posting, Job Application Template, Posting Cost, External Posting URL, and Action. An inset window shows the 'Post Job' dialog with a dropdown menu for 'Job Posting Site' where 'Candex' is selected.

Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/> Candex	Generic	06/30/2022			Default Job Application Template effective 11/02/2021, 12:53 PM	0		Actions
<input type="checkbox"/> Internal	Internal	03/08/2022			Default Job Application Template effective 11/02/2021, 12:53 PM	0		Actions
<input type="checkbox"/> External	External	03/08/2022			Default Job Application Template effective 11/02/2021, 12:53 PM	0		Actions

# Workday User

→ Within 10-15 min you should get a confirmation email for posting your order. This email referral will take you to the role on Candex.

**Zebra** ▾

- My Activity **1**
- My Requests
- Order Feed
- Settings

ORDERS

- r95780 sr engineer** **1**

**R95780 Sr Engineer** ▾  
0 partners

search **?** Sign out

**Your Group** **1**  
David: David London added

**Engage new business partner** **Clear unread**

Hi David,

Your requisition has been posted to Candex.  
Click below to invite vendors.

**Invite Now**

View [frequently asked questions](#)  
Email support to [support@candex.com](mailto:support@candex.com)  
Adjust your [email notifications](#)

**CANDEX**

**D** **David London**  
Online

# Workday User

→ To invite agencies, click on the Engage New Business Partner button and add the agency email.

→ Ensure to select the correct recruitment category and 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.

**Zebra** ▾

My Activity **1**

My Requests

Order Feed

Settings

ORDERS

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

**D** **David London**  
Online

## Engage Partners

search **?** Sign out

Title	R95780 Sr Engineer
Division	Electronics
Department	Finance
Location	New York

R95780 Sr Engineer

Billing Entity

Category

To (email)

Fee   %

**Engage** **Cancel**