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

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Miller & Sons ▾

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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
				○	Add | Clear

EDUCATION

School or Educational Institution	Major or Area of Study	Degree	GPA	Grad Year	Most Recent	Actions
		- select - ▾			○	Add | Clear

CANDIDATE SUMMARY

write something ...

☐ I agree to the Candidate submission guidelines

[Submit]   (Cancel)

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!

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ORDERS

r95780 sr engineer · 1

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 needs to accept terms.

C · Terms accepted by Zack 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** · 8:29 AM
Rachel Johnson
click to preview
She is a great candidate for this position

January 18, 2021

C · **Candex** · 8:23 AM
✱ **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
Password: agent123
Careers site: https://zebra.taleo.net/careersection/4agcan/jobdetail.ftl?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 if you need general assistance.

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.