

VNDLY Training

Review Jobs and Apply Candidates

Role: Supplier

This quick reference guide will provide the steps necessary to review jobs and apply candidates in Workday VNDLY.

This guide covers how to:

- Access and review job details.
- Apply existing and new candidates.
- Bulk upload new candidates.

Access and Review the Job

1. There are several ways to access Jobs:
 - a. Once the job has been accepted, you may select the **Job** link from your email or in-app notification.
 - b. Navigate to the **Jobs > Jobs Dashboard** and search for the job using the filters and search functionality.

Apply Existing Candidates

1. Apply Candidates (two options):
 - a. On the Jobs page, next to the job, select **Apply OR**
 - b. On the Jobs page, select the hyperlink for desired job. The job will open in a new page; at the top right of the page, select **Apply Candidates**.
2. In the Apply Candidates window, scroll or search for the desired candidate. Select the checkbox next to the appropriate candidate and select **Apply** below.
 - a. Select the checkbox next to desired candidate
 - b. Confirm the bill and pay rates.
 - c. Select **Apply**.