CAI · VectorVMS

Georgia
Quick Reference Guide
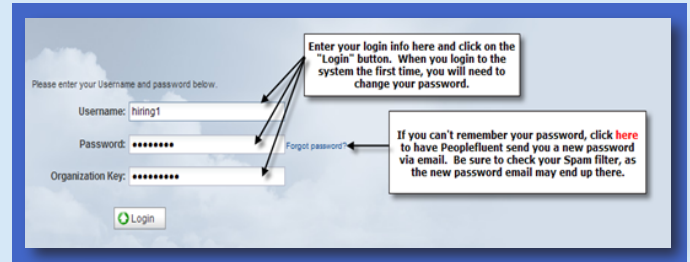### Contract Reference #99999 001 SPD0000149 IT Temp Staffing

Getting Started

- Open internet browser
- Enter appropriate URL – https://vms.vectorvms.com
- Enter login Information (User Name, Password, and Organization Key)

Please note: When you enter the site for the first time, you will need to sign-off on a Software Service Agreement. After your initial log-in, you won't need to do this again.

Please enter your Username and password below.

Username: hiring1
Password: ••••••••
Organization Key: ••••••••

⊙ Login

Enter your login info here and click on the "Login" button. When you login to the system the first time, you will need to change your password.

If you can't remember your password, click here to have Peoplefluent send you a new password via email. Be sure to check your Spam filter, as the new password email may end up there.

Forgot Your Password? Click on "Forget Your Password?" link on the login page. Provide required information. Once submitted, a new password will be sent to your e-mail address.

Change Your Password

- Click on your name in the upper right-hand corner and then select the My Account menu item.
- Click the Change Password button from the bottom right-hand corner, enter your current password in the Current Password field and enter a new password in both the New Password and Confirm Password fields. You may also change your hint question and email address if desired. Click the Save button.

Online Help Feature

- Click on your name in the upper right-hand corner and then select the Help menu item.
- You can search topics such as how to log in and field definitions.
- To exit online help, click on the 'X' in the upper right corner of the Help window.

CAI Georgia Account Team: Tim Brodrick - 678-427-3660 or Timothy.Brodrick@cai.io

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Help Desk Support: Contact CAI's MSP Help Desk at 1-800-635-5138 or Georgia.Help@cai.io

Creating a Requisition

1. Select **Create** (+ icon) and choose **Contingent Requisition**
   - Select the **Job Title** and **Experience Level**
2. Consult the Job Titles document for descriptions
3. Once completed, choose **Next**
4. Complete **Requisition Details** page. Some information may be prepopulated. Complete all fields denoted with a Red Dot
5. Complete **Rate Information**. Complete all fields denoted with a Red Dot
6. Complete **Requisition Description.** Complete all fields denoted with a Red Dot
7. Choose **Save as Draft** if not completed, or **Next** if everything complete
8. Complete **Skills**. Add new rows with each skill required, technical and non-technical
   - Note if **Skill** is '**Required**', '**Desired**', or '**Nice to Have**'
9. Add **Questions** as appropriate
10. Choose **Save as Draft** if not completed, or **Next** if everything complete
11. Complete **Compliance page**. Add any non-standard onboarding items needed for position
12. Choose **Save as Draft** if not completed, or **Next** if everything complete
13. Complete **Approval**. Add detailed justification for approval
14. Click **Submit** to send for **Approval**

Reviewing Candidate Qualifications

CAI will forward 3 to 5 candidates in 4 business days.

1. On the **Home** page choose **View** and **Contingent Requisitions** from the drop-down menu. You may also access this page directly from the automatic email notification from VectorVMS

2. Access the Candidate information by clicking the Action icon then **Candidate Summary**

3. Review one or multiple Candidates by clicking the check boxes next to Candidate names. Click **Compare Candidates** in lower right-hand corner

4. Review Candidates in the Candidate Compare screen. Selection criteria can be modified to suit

5. Click on Candidate name to view candidate in more detail in the **Candidate Compare** screen

6. Hiring Manager can request further information, reject candidate(s), share information, request interview, or request candidate engagement as well from the **Candidate Summary** page

Screening and Interviewing a Candidate

1. From **Candidate Summary** page, click action icon (need this image) and **Request Interview**

2. Enter information into body field of pop-up

3. Click **Send**

4. CAI Account Manager will coordinate interview process with Candidate(s), Supplier(s), and Hiring Manager

Selecting or Rejecting a Candidate

CAI will place request "on hold" if a candidate is not selected within 1 week of completing all interviews and will review request status with an authorized user.

1. From the **Candidate Summary** page, click action icon and choose either **Reject Candidate** or **Request Engagement**

2. To reject a candidate, select **Reject Candidates**, choose a radio button for appropriate reason for rejection. Provide appropriate **Comments**

3. Click **Save**. The Supplier will be notified

4. To select a candidate, select **Request Engagement** under the action icon menu

5. Complete pop-up box required fields with Engagement Start/End dates, When and Where candidate should report on First Day, and any further info

6. Click **Send**. The CAI Account Manager will receive information and start engagement process

Reviewing Time and Expense

1. Access the **Timesheet Summary** page from the **Home Page**. Choose **Submitted** in **Timesheet Status** field. You may specify **Period End Date** if desired in the appropriate field

2. Click action icon next to each Candidate and choose **View Timesheet** from the dropdown

3. Review timesheet for accuracy across the reported time period

4. Add comments in the **Comment** field. If rejecting timesheet, add appropriate comments to let candidate know why and what needs to be fixed

5. Review any comments from candidate

6. Click **Approve** or **Reject** in lower right-hand corner

7. To review Expenses, click **Expenses to Approve** icon on **Home Page**

8. Click action icon next to a candidate and choose **View Candidate Expense Report Summary** or **View Expense Report** from dropdown

9. Review Expense Report and click the check box to either **Approve** or **Reject** report in the **Expense Report Line Item Summary**. You may choose **Approve All** or **Reject All** if multiple expense reports are submitted

10. Review receipts and documentation in **Attachments** field, as appropriate

11. Enter any comments explaining Rejection

12. Choose **Approve/Reject** in bottom right-hand corner to initiate approval/rejection process

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