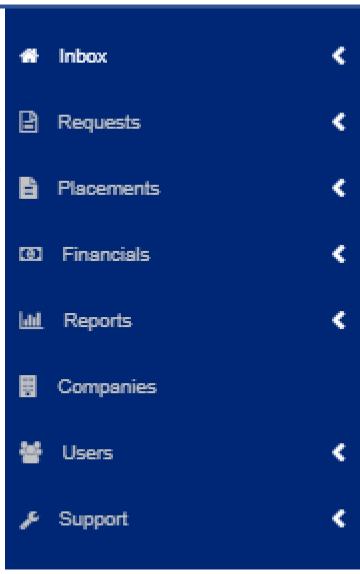
HAYS Working for your tomorrow

3SS QUICK REFERENCE GUIDE FOR SUPPLIERS

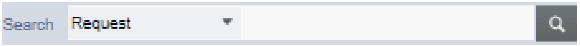
SEARCHING

From the Inbox (on the left) you can see all activity relating to you. On the left of the screen you will see:



By clicking on any of the arrows next to these tabs you can search within them for the items specifically behind them.

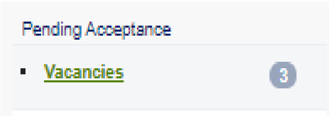
There is a specific search function within 3SS where you can search for vacancy / placement / cost item numbers.



VACANCY MANAGEMENT

You will receive email alerts letting you know that a vacancy has been released. It will contain the vacancy number within the subject line and a link to the vacancy within 3SS.

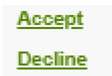
To accept or reject a vacancy you can either click on the link in the email or by clicking the **'Vacancies'** link under **'Pending Acceptance'**.



Access the vacancy by clicking the underlined value

	Request #	Client	Request Name	Job Type	Office Location	Work Onsite	# Items	# Placements	Start Date	End Date	Request Status	Supplier Unit	Supplier Status
1	242900	Mercedes-Benz	HR - Business Analyst	Consultant	(Missing)		1	0	03-Mar-20	20-Jul-20	Open For Bids	Platform Smart » Platform Smart	Pending Acceptance

Review the vacancy details and choose the desired option from the menu on the right hand side of the screen.



Add any comments into the free text field and click . The status of the vacancy is now **'Open for Bids'** and candidates can now be submitted against it.

CANDIDATE SUBMISSION

You can submit a candidate's CV against a vacancy by clicking on the Vacancies link under **'Accepted, Pending Bids'**. This displays a list of all accepted vacancies. Select the desired vacancy by clicking the underlined number.

Click Create Bid on the right hand side of the screen. From here you can either Step 1: Select Existing Candidate or OR - Create New Candidate and then upload the candidate CV and complete the page with all required details such as notice period, contract type (i.e. PAYE) etc.

You can add any comments to the CV submission, please be aware that if the candidate's email details are on file these comments may be seen by them. Click **Submit** to submit the candidate. The status of this candidate is now **'Submitted, Pending Review'**. You can Withdraw candidates by using the button on the right hand side of the screen.

NB: Withdrawn candidates cannot be re-submitted against the same vacancy.

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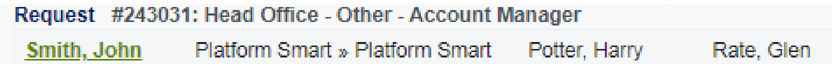
TIMELINES AND COMMENTS

On all Vacancies, Placements, Candidates and Cost Items there is a Timeline function. This is accessed by clicking Timeline (4) . From here you can see an audit trail of all time and date stamped actions and comments.

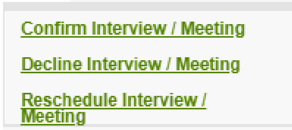
CONFIRMING INTERVIEWS

All requested Interviews can be confirmed by clicking on the appropriate link within the **‘Pending Confirmation’** area.

All requested interviews are displayed (seen below):



To confirm/decline the Interview on 3SS click on the underlined candidates name and choose the appropriate option from the workflow on the right hand side of the screen. Type any comments and click **Save**



An email will be sent to all the relevant parties and the status will change from **‘Requested’** to **‘Confirmed’** or **‘Declined’**.

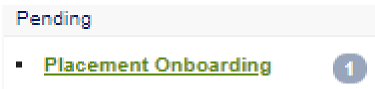
NB: Hiring Managers may prefer not to use the interview functionality available in 3SS. In these instances the Resourcing Team will contact you directly to arrange interviews.

CONFIRMING OFFERS

You will be notified of offers directly by the Resourcing Team. Once the offer has been accepted by the candidate you can confirm/decline the offer by clicking the Placements link under the **‘Pending Confirmation’** area.

ONBOARDING AND COMPLIANCE

All pre-employment checks need to be met before the placement is activated. You will need to confirm these in 3SS by clicking **‘Placement Onboarding’** under **‘Pending’** and completing these requirements.



An email will be sent to all relevant parties and the status of the Placement is now changed to **‘Active’**.

REPORTING

You can access reports relating to your temporary workers via the tab. Dashboards and graphs can be viewed as well as detailed reports that can be downloaded into Excel.

The self-service online training links provided in your communications detail how to produce ad-hoc 3SS reports and how to download reports for your payroll processes.

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MANAGING YOUR SYSTEM ALERTS

3SS is an alerts based system and you have the ability to manage which alerts you would like to receive. Below is the alert selection that we recommend.

By clicking on the icon in the top right hand corner and selecting **‘Alert Preferences’** you are able to select and deselect the **‘Email Preferences’**.