

Overview

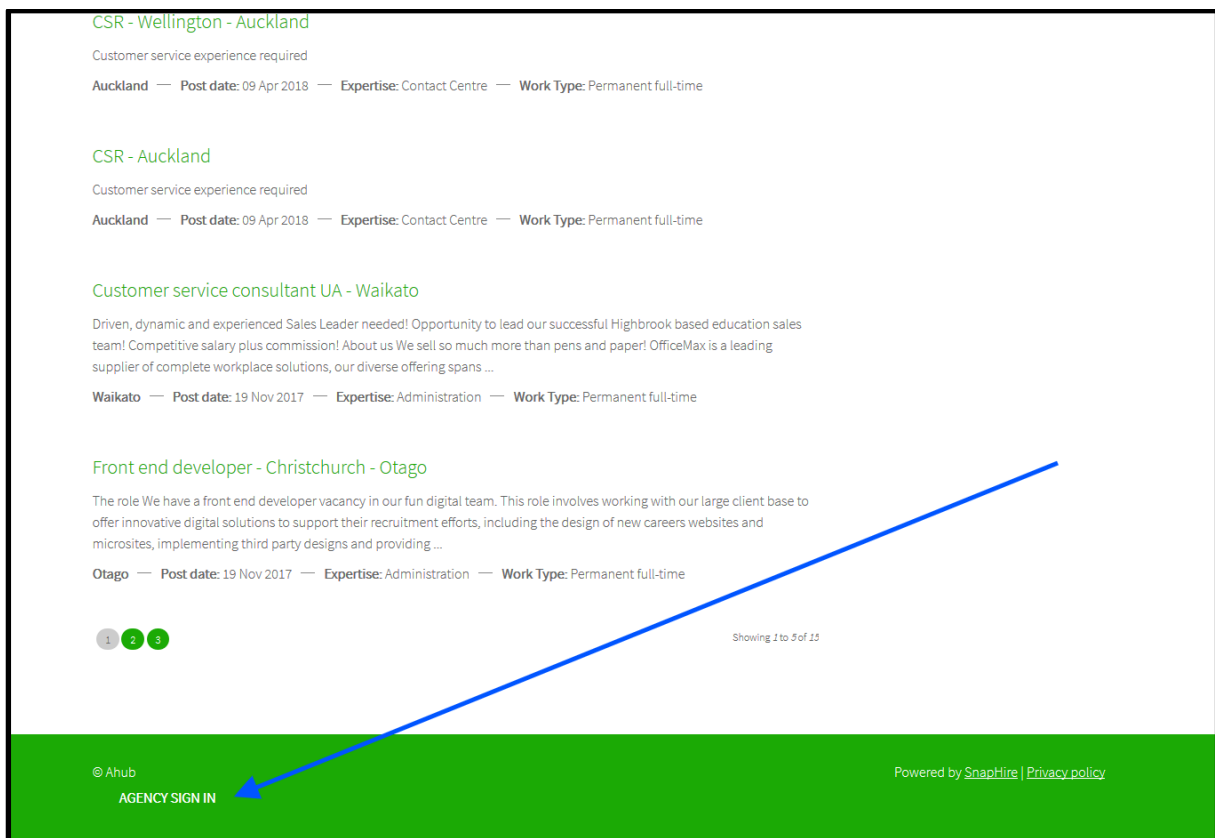
This article is intended to provide information for recruitment sourcing agencies who have been invited to submit applications for jobs directly to a client via SnapHire.

As an approved supplier to an organization using SnapHire, you are able to sign into their careers site and submit job seeker applications to jobs you have been invited to assist with. The organization will add your Agency as a supplier in SnapHire; create Contracts under which your agency can provide job seekers to them, and setup individual accounts for the Agency Users (consultants) who are associated with your Agency. When an Agency User account is created for you, you will receive an automatic email notification confirming your account creation and advising on how to set a password.

Sign in

When you have an agency user account for the organization, you can sign in via their careers website. The button to do this is generally located in the footer of the careers page.

1. Visit the organizations careers site.
2. Click the 'AGENCY SIGN IN' button.
3. The identity selection panel will appear, choose your sign in method and provide your credentials.



The screenshot displays a careers page with several job listings. Each listing includes a title, location, and details such as post date, expertise, and work type. A blue arrow points from the 'AGENCY SIGN IN' button in the footer to the 'AGENCY SIGN IN' text in the footer. The footer also contains the copyright notice '© Ahub' and the text 'Powered by SnapHire | Privacy policy'.

CSR - Wellington - Auckland
Customer service experience required
Auckland — Post date: 09 Apr 2018 — Expertise: Contact Centre — Work Type: Permanent full-time

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Customer service experience required
Auckland — Post date: 09 Apr 2018 — Expertise: Contact Centre — Work Type: Permanent full-time

Customer service consultant UA - Waikato
Driven, dynamic and experienced Sales Leader needed! Opportunity to lead our successful Highbrook based education sales team! Competitive salary plus commission! About us We sell so much more than pens and paper! OfficeMax is a leading supplier of complete workplace solutions, our diverse offering spans ...
Waikato — Post date: 19 Nov 2017 — Expertise: Administration — Work Type: Permanent full-time

Front end developer - Christchurch - Otago
The role We have a front end developer vacancy in our fun digital team. This role involves working with our large client base to offer innovative digital solutions to support their recruitment efforts, including the design of new careers websites and microsites, implementing third party designs and providing ...
Otago — Post date: 19 Nov 2017 — Expertise: Administration — Work Type: Permanent full-time

Showing 1 to 5 of 15

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AGENCY SIGN IN
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Navigation

When you sign in will have several navigation tabs available to you:

- **Jobs:** Use this tab to view the jobs that have been released to you or to someone else at your agency, and which are currently open for applications. In addition to the job title (which is a link to the job advert) you can also see the number of candidates (job seekers) that have been submitted by your agency to date, as well as the maximum number of candidates (job seekers) you are able to submit for the job. Information about each job seeker who has been submitted is also available.
- **Draft applications:** Use this tab to view any applications you have started but not yet completed. You can choose to return to the application and complete it, or discard the draft application. Please note that this tab will only appear if you or your colleagues have one or more draft applications.
- **Candidates (job seekers):** Use this tab to view job seekers supplied by your agency. Select 'Your candidates', 'Other candidates from your agency' or 'All candidates from your agency' to change the list you are viewing. For each job seeker you can see the job seeker owner (if not your job seeker) and the number of applications your agency has submitted on their behalf. For each job seeker you will also see an 'Edit' button to update their details and a 'Work on behalf of' button to switch to that job seeker profile. You can also use the 'New candidate' button to create a new job seeker profile.
- **My details:** This tab is about your agency user account. Use the Edit button to update your details, or the Change password button to set a new password.

The screenshot displays the SNAPHIRE user interface. At the top left is the SNAPHIRE logo. At the top right, it says "Signed in as approved supplier 'Agency User'" and includes three green buttons: HOME, SIGN OUT, and CHANGE. Below this, there is a prompt: "Please select a candidate to work on behalf of".

The main content area is divided into two sections. On the left, under the "My details" tab, there is a "CHANGE PASSWORD" button and a form with the following fields: Name (Agency User), Company, Email (agency.user@snaphire.com), and Telephone. An "EDIT" button is located below the form. On the right, under the "Search Jobs" section, there are three search filters: "Keyword or Job Code" (with an input field), "Locations" (with a dropdown menu and a search icon), and "Expertise" (with a dropdown menu and a search icon). A "SEARCH" button is at the bottom of the search filters.

At the bottom of the page, there is a green footer bar containing "© Anub" on the left, "Powered by Snapfire | Privacy policy" on the right, and a "Technical support" button on the far left.

TIP: Once logged in, you can search for any job advertised on the site, but you will only be allowed to submit applications to jobs which have been released to your agency, which can be found on the "Jobs" tab.

Submit an application

To submit an application:

1. From your Jobs tab, click on the name of the job you wish to submit an application for - the job advertisement will appear. You can also find the job using the customized SEARCH and BROWSE features on the site.
2. At the bottom of the job advertisement you will see a summary of the number of candidates (job seekers) submitted for this job out of the applicable maximum number allowed by your agency.
3. Directly below this information you will see up to three buttons:
 - **Apply on behalf of [Name]:** This button will only appear if you are already working on behalf of a job seeker. If this is the correct person, click on this button to launch the application wizard.
 - **Select a candidate to submit:** Use this button to choose a job seeker to submit an application for. The list of available job seekers will appear - click on the 'Work on behalf of' button next to the applicable job seeker (or use the 'New candidate' button) to launch the application wizard.
 - **Print:** Use this button to print a copy of the job advertisement for your reference, or to provide to the job seeker. This feature deliberately does not include information about job seeker submissions.
4. The application wizard steps you through the application submission process for this job. Review the existing information and add/change information as appropriate on the Personal details (including specifying the Contract under which this application is being lodged with the organization), Resume and Profile tabs.
5. The organization may also require you to provide other information about the job seeker or answer job specific questions - these tabs will appear next in the application wizard. Please complete this information as detailed.
6. The final tab in the application wizard is 'Confirm your application details'. Please check that all of the information you have provided is correct, and then click 'Submit your application' to finish.
7. A notification will appear on the screen to confirm the application submission, and you will also receive an email acknowledgement of the application (unless the organization has changed their default settings).
8. When viewing the job or the job seeker details you will see information about the application you have just submitted for this job seeker.

SNAPHIRE
CAREERS

Signed in as approved supplier "Agency User"

HOME
SIGN OUT
CHANGE

Please select a candidate to work on behalf of

Jobs Candidates My details

JOBS THAT HAVE BEEN RELEASED TO YOUR AGENCY

Work with the jobs that have been released to you or to someone else at your agency.

Keyword or job code

SEARCH

Search Jobs

Keyword or Job Code

Locations

LOCATIONS

Expertise

EXPERTISE

SEARCH [show advanced](#)

Job	Candidates submitted	Maximum
Accountant - North Coast (4724)	0	10

Your agency has not yet put forward any candidates.

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TIP: When navigating around the site, there is a handy reference to the name of the job seeker you are currently working on behalf of, along with a quick 'Change' option to switch to a different job seeker.

Sign out

On the site you will see Signed in as approved supplier 'Your Name' accompanied by a sign out option (the location will vary from organization to organization). Please sign out when you have completed working with job seekers for this organization.