



## Reference Guide

Respond to a Job Posting (Temp Staff)

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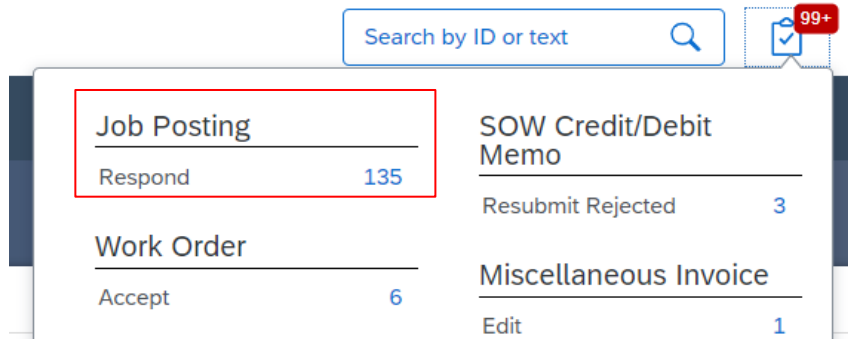
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# Respond to a Job Posting

You will receive a notification when a job posting has been submitted for your response (submit candidates). To view work items for approval, go to **Work Items** and click **Respond Job Posting**.



A list of job postings waiting for your response will be displayed. Click on the **Job Posting ID** to display a particular Job Posting.

Work Items: Job Posting

Action: Respond (135) Filter

Items Found: 135 Rows: 10

Received	ID	Title	Buyer	Site	Respond By	Positions	Labor Type
	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>			<input type="text" value="All"/>
14/06/2019	SAPXJP00003326	Rate Card Test	SAP	SAP SE (0001)	11/06/2019	1	Business Professional
12/06/2019	SAPXJP00003325	Rate Card Test - SGN	SAP	SAP SE (0001)	03/06/2019	1	Business Professional
11/06/2019	SAPXJP00003324	Rate Card Test - SGN	SAP	SAP SE (0001)	03/06/2019	1	Business Professional
04/06/2019	SAPXJP00003317	Rate Card Test	SAP	SAP SE (0001)	01/06/2019	1	Business Professional
04/06/2019	SAPXJP00003314	Application Consulting	SAP	SAP SE (0001)	05/06/2019	1	Business Professional
23/05/2019	SAPXJP00003307	Test Integration	SAP	SAP Deutschland SE & Co.KG (0029)	01/01/2019	1	Business Professional
22/05/2019	SAPXJP00003299	Application Consulting (BILL ES-Approval Test)	SAP	SAP SE (0001)	24/05/2019	1	Business Professional

# Submit Job Seeker/ Candidate(s)

Rate Card Test

Job Posting SAPXJP00003326

Period: 11/06/2019 to 28/06/2019 | Status: Submitted | Next Step: Need to respond | Service Type: Temp

Submit New | Submit Existing | Decline

Accounting	
Worker Pay Type: Project Worker (EUR)	
Rates	Final (EUR)
ST /Hr	ES - Senior Project Manager (Minimum SAP experience of 8+ years) H442 DEU EUR ST/Hr
Pay Rate	64,62 - 64,62
Bill Rate	126,00 - 126,00
Billable Per Diem	0,00
Cost Allocation	%
IT CIS Business Oper (CC_0101030033)	100,000
Total	100,000

Job Position Details	
Contingent Type	Classic
Buyer Reference	
Job Code	
Legal Entity	SAP SE (0001)
Site	SAP SE (0001) (0001)
Location	SAP SE (0001) (0001)
Work Location:	
Dietmar-Hopp-Allee 16 Walldorf	
DEU 69190	
Business Unit	SAP SE (0001) (0001)
Labor Type	Business Professional

Posting Information

Job Posting Owner: Peter Tyx (C5216975)

## View the **Period** and the **Job Position Details**.

- To submit a New Candidate, click **Submit New**. (Submit New is used when the candidate has not been previously created in Fieldglass and needs to be created for the response).
- To submit an Existing Candidate, click **Submit Existing**. (Submit existing is used when the candidate has previously been created, and you can search a particular candidate from a list of candidates).

When proceeding with clicking **Submit New**, a list of **questions regarding the worker** will appear. Important is to fill this out correctly, as this information is being used by SAP to ensure that the worker has the correct accesses when he/she starts working. Also, this ensures that the worker is being identified as a single, unique worker (i.e. no mixing up of different workers).

- First name: use only Latin characters here, and no country-specific letters
- Last name: use only Latin characters here, and no country-specific letters
- Security ID
- Confirm Security ID
- Available date
- **Attach** CV document (Optional), click **Attach**
- Comments
- Form of Address
- Is candidate a former SAP contractor
- Is candidate a former SAP employee

- Worker Tax Location (Resource Base Location – This is the country where the worker resides and pays local tax)
- Is contractor a freelancer or independent contractor?
- To view qualification requirements, see **Qualifications** section (for ordering of individual project resources this section is not always used. Refer to Skills on job position details)
- To view attachments, see **Attachments** section. If you want to add additional attachments, click **Add Attachments**
- To continue to next screen, click **Continue**

## Details

---

Code (optional)

First Name \*

Last Name \*


Unique ID (optional)

Confirm Unique ID (optional)

Security ID \*

Confirm Security ID \*

Available Date \*


 

Requested Date

01/06/2019

Note: If there are potential matches to the job seeker record you submitted previously, warning message will display on the top of the screen **Warning POTENTIAL Matches found**. The system will let you proceed, as this is only a warning message.

## Submit Job Seeker

 Your data has not been saved. Please review the errors or warnings and try again.

 Warning: [Potential Matches found](#).

The next screen displays with **Requested Rates and Presented Rates**. These rates are hourly standard rates for remote or onsite.

1. Capture **Presented Bill Rate** for the job seeker (candidate) you are submitting for the job posting.
2. Click on **Calculate** to calculate the Final Bill Rate.
3. Click on **Continue**.
4. Summary of job seeker (response to job posting) is displayed.
5. If you want to submit the job seeker, click on **Submit** (A summary screen is displayed with all captured details, click Submit again).
6. If you want to save the information and submit at a later stage, click **Complete Later**.
7. If a job seeker has been submitted, the job posting status will display as **Submitted**.

### Submit Job Seeker

Job Posting (ID)	Respond by Date	Buyer
Application Consulting (SAPX.JP00000515)	2016-09-09	SAP

Remit-to Address  
001 -- Willy-Brandt-Platz 1-3 Mannheim Baden-Württemberg DEU

### Rates

Rate Category / UOM	Rates	Requested (EUR)	Presented (EUR)
Project worker onsite rate /Hr	Final Bill Rate *		<input type="text" value="200,00"/>

[Calculate](#)

[Cancel](#)

[Continue](#)

- If you want to view the Job Seeker(s) you have submitted for a job posting, click on **Job Seekers** tab on the job posting.
- After the Job Seeker has been submitted, and you want to withdraw the Job Seeker from the job posting, click on **Withdraw**.

Job Posting SAPXJP00000515

Application Consulting

Period: 2016-09-09 to 2016-09-30 | Status: Submitted | Next Step: Respond | Service Type: Temp | Buyer: SAP

Submit New | Submit Existing

Details | Job Seekers (1) | Interviews | Related

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Job Seekers Items Found: 1 [Filter](#)

Status	Name	Submitted	Currency	ST Rate	Site
All					
<input type="checkbox"/> Withdraw 0 selected items					
<input type="checkbox"/> Submitted	<a href="#">Ponte, Elize</a>	2016-09-11 06:57 PM	EUR	0,00	SAP SE (0001)

Last Login Time: 2016-09-11 06:30 PM CEST  
 Confidential and Proprietary Information of SAP America, Inc.  
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## Next Steps

Now the candidate will be presented to SAP. If SAP decides to take the candidate, a **work order** will be created. Meanwhile, you can complete the **worker onboarding items**. Once all has been completed, we can proceed with the invoicing part (**miscellaneous invoice** for temp staff orders).

Please check also the reference guides on those steps.