

PEOPLE PROCESSES · PEOPLE PORTAL

QUICK GUIDE

Agency Portal



Agency

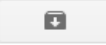

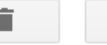


Agency Portal

When Agency users are given the access to the Agency Portal a notification with Agency ID and a URL is sent.

1. Click on the URL that is in the notification to go the Agency Portal.

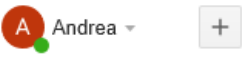
 **Google recommends using Chrome**
Try a fast, secure browser with updates built in


 


Gmail       **More**

COMPOSE

Welcome to the agency portal for Grundfos Management A/S(Test) **Inbox** x

Inbox
Starred
Sent Mail
Drafts
More


 **Grundfos_Recruitment_Team** <system@successfactors.eu>
to me



Welcome to the agency portal for Grundfos Management A/S(Test)! To log in, you will need the following information:
Agency ID: grundfosT1:People
Username: Your user name is your email address

You can access the agency portal at the following URL
<https://agency12preview.sapsf.eu/xi/ui/agency/pages/passwordReset.xhtml?agencyId=grundfosT1%3aPeople&emailId=andreaagency2406%40gmail.com&verify=436FDD8BAE0A66ED88E28C2C6223E99D501C8CE4&>

1



Agency Portal

When you are in Agency portal:

1. Enter:
 - *New Password*
 - *Retype New Password*
2. Click *Submit*

Once you have created a password, a message pops up.

3. Click *Sign In*



1

Please enter your new password below.

New Password: [Password Policy](#)

Retype New Password:

2



3

Your password has been updated successfully.

Please try and login again.

Agency Portal

To Log in:

1. Enter:
 - Agency ID (that is given in the mail)*
 - Email (that was sent to Grundfos to be registered in the system)
 - Password (that you updated)
2. Click *Sign In*

***Note:** Please type in the Agency ID (that is sent in the mail) and Username (your email that you sent to get registered in the Grundfos system). To avoid any login error please do not copy and paste the Agency ID as this often picks up also the blank space.

SAP SuccessFactors 



1

| | |
|------------|--|
| Agency ID: | <input type="text" value="grundfosT1:IreneAgency"/> |
| Email: | <input type="text" value="jobagency2406@gmail.com"/> |
| Password: | <input type="password" value="••••••••"/> |

[Forgot your password?](#)

[Sign In](#)

2

Agency Portal

Agency Portal view:

- *Candidates* tab: Shows the submitted candidates
- *Job Listings* tab: Jobs assigned to Agency

Candidates Job Listings

My Candidates

| 1 candidates found | | | | | | Items per page | 10 | Page 1 of 1 |
|--------------------|--------|---------|--------------|------------|---------------|----------------|----|-------------|
| Name ▲ | Status | Updated | Phone Number | Date Added | Rights Expire | | | |

Notification on Jobs posted

In *Options* feature the Agency User can decide, if he wants to be notified regarding new Jobs Posted to the agency:

1. Click on *Option*
2. Check mark

1

Candidates Job Listings

My Candidates

1 candidates found Items per page 10 Page 1 of 1

| Name | Status | Updated | Phone Number | Date Added | Rights Expire |
|---------------|---|------------|--------------|------------|---------------|
| Niels Nielsen | Applied to Agency test (Requisition ID: 6861) | 09/01/2018 | +123456789 | 09/01/2018 | 08/02/2018 |

Candidates Job Listings

Options

Notifications
 Send me email alerts for new Jobs Posted.

2

PEOPLE PROCESSES · PEOPLE PORTAL

QUICK GUIDE

Agency Portal- Submit Candidate


Agency

Agency Portal- Submit Candidate

If an Agency user have opted to get notified to the Jobs posted to him/her, below shown notification is forwarded.

To log in to an Agency portal the user clicks on the given link in the notification.

New Job Posting from grundfosT1: Dansk Job Indbakke x

 Grundfos_Recruitment_Team <system@successfactors.eu>
til mig ▾

 engelsk ▾ > dansk ▾ [Vis oprindelig meddelelse](#)

GRUNDFOS 

Der er et nyt job udstationeret for dit firma, Dansk Agency A / S, fra grundfosT1 Dansk Job, der starter ved 9 jan 2018 08:30 slutter ved 28 feb 2018 22:59. Klik <https://agency12preview.sapsf.eu/xi/ui/agency/pages/home.xhtml> at se disse jobannonce fremefter 9 jan 2018 08:30, Du modtager denne e-mail, fordi du har tændt email notifikationer for nye jobopslag. For at ændre dette, skal du gå til Indstillinger under <https://agency12preview.sapsf.eu/xi/ui/agency/pages/home.xhtml> .

Agency Portal- Submit Candidate

- 1. To Log in enter:
 - Agency ID (that is given in the mail)
 - Email (that was sent to Grundfos to be registered in the system)
 - Password (that you updated)
 - 2. Click Sign In
- Note:** In the Job Listings tab an Agency user is able to see Jobs posted, next slide.

SAP SuccessFactors 



1

| | |
|------------|-------------------------|
| Agency ID: | grundfosT1:IreneAgency |
| Email: | jobagency2406@gmail.com |
| Password: | ●●●●●●●● |

[Forgot your password?](#)

Sign In

2

Agency Portal- Submit Candidate

1. Click on *Job Listings*
 - If you are assigned to a job by Grundfos recruiter you will see the *Titles* here.*
 2. Click on *Take Action* drop down arrow to assign a candidate
 3. Click on *Submit New Candidate*
 4. Enter the mandatory fields
 5. Check mark *Agreement Text*
 6. Click *Next*
 7. Click *Browse* to upload a CV
 8. Click *Add Candidate*
- * **Note:** In Grundfos there is a possibility of posting jobs in one of the following languages (Chinese, Danish, English, French, German, Hungarian, Serbian, Spanish & Russian). If you need to change the language setting to see the job that is assigned to you please follow the steps: a) Click on the drop down arrow in the language field. b) List of languages are shown click on the language to select.

The screenshot displays the Grundfos Agency Access interface. At the top left, the 'Job Listings' link is highlighted with a red box and labeled '1'. Below it, the 'Take Action' dropdown menu is shown with 'Submit New Candidate' highlighted and labeled '3'. The 'Add Candidate' dialog box is open, with the input fields for 'First Name', 'Last Name', 'Email Address', 'Retype Email Address', 'Phone Number', and 'Country' highlighted with a red box and labeled '4'. The 'default Agreement Dummy' checkbox is checked and labeled '5'. The 'Next' button is highlighted with a red box and labeled '6'. A second 'Add Candidate' dialog box is shown, with the 'Browse...' button highlighted and labeled '7'. The 'Add Candidate' button in this dialog is highlighted with a red box and labeled '8'. In the top right corner, the language dropdown menu is open, showing a list of languages with 'Français (French)' highlighted and labeled 'b', and the dropdown arrow itself labeled 'a'.

Agency Portal- Submit Existing Candidate

1. Click Submit Existing Candidate
2. Click on drop down arrow to expand the list
3. Click on the name to select
4. Check mark *Upload latest CV*
5. Click *Browse* to select the CV from your computer to upload
6. Click *Submit Candidate*

Note: A notification is sent out to the Recruiter

Job Listings

| Title | Actions | Req ID | Posting Start Date | Posting End Date |
|------------|--|--------|--------------------|------------------|
| China Test | <ul style="list-style-type: none">Submit New CandidateSubmit Existing Candidate | 5701 | 2017-11-24 | 2017-12-02 |

Submit Existing Candidate

Enter the name of the candidate you wish to submit, then click 'Submit Candidate'

Candidate Name: ▼

Upload latest CV

Select a CV file from your computer, then press Submit Candidate. Accepted File types: DOCX, PDF, Image and Text

Choose File:

Dropdown list:

- Andrea Thode
- Anna Rabbits
- Jannette Schanz
- Michelle Wilmer
- Laura Daisy
- Maja milaonovic
- Santa Claus
- Taylor Swift
- Taylor Swift
- asdfg asdfg
- sgkshdghksa ddssasa

Numbered callouts 1-6 are placed on the interface to indicate the steps: 1 on the 'Submit Existing Candidate' link, 2 on the dropdown arrow, 3 on the selected name 'Andrea Thode', 4 on the 'Upload latest CV' checkbox, 5 on the 'Browse...' button, and 6 on the 'Submit Candidate' button.

Agency Portal- Forward Candidate

The submitted candidates is listed in the Candidates tab- > Status.

The Agencies will see only following Statuses:

- Forwarded (when the Applicant is in the Forwarded application status)
- Invited to apply –when Invite to apply mail is sent by the recruiter
- Applied, if the applicant was added to the requisition or has applied for the job

My Candidates

15 candidates found Items per page 25 Page 1 of 1

| Name | Status | Updated | Phone Number | Date Added | Rights Expire |
|---------------|--|------------|--------------|------------|---------------|
| | Forwarded to China Test (Requisition ID: 5701) Forwarded to Zerspanungsmechaniker/in als Teamleiter/in (Requisition ID: 6461) | 28/11/2017 | 123 | 28/11/2017 | 28/12/2017 |
| asdfg asdfg | Forwarded to China Test (Requisition ID: 5701) | 21/11/2017 | 12345678 | 21/11/2017 | 21/12/2017 |
| Bunny Rabbits | Invited to apply to China Test (Requisition ID: 5701) | 21/11/2017 | 123456789 | 21/11/2017 | 21/12/2017 |
| Carloyn De | Forwarded to China Test (Requisition ID: 5701) | 05/12/2017 | 123456 | 05/12/2017 | 04/01/2018 |
| janet jackson | Applied to Agency Cand Test (Requisition ID: 6981) | 18/01/2018 | 999999 | 18/01/2018 | 17/02/2018 |