



How to Propose a Candidate to a Job Requisition

- **Step 1: Locate the Job Requisition**

You can access the Job Requisition in two ways:

- Via email with a direct link.
- By selecting the 'Job Requisitions' tab and setting the status filter to 'Sourcing Process Ongoing'.

Search

Job requisition number (Wildcard):

Start date: [05/11/2025]

End date: [05/11/2025]

Customer (Wildcard): orchard

Department (Wildcard):

Role / job title (Wildcard):

Work location (Wildcard):

Status:

Search results

JOB REQUISITION	STATUS	CUSTOMER	WORK LOCATION	DEPARTMENT	ROLE	JOB TITLE	START DATE	END DATE
SRQ127081	Sourcing process ongoing	Orchard Hill Academy Trust	Dysart School	Dysart School	Support Staff	Support Staff - Alexandra	10/11/2025	19/12/2025

Go to page 1

- **Step 2: Open the Job Requisition**

Click on the Job Requisition number to open its details. On the Job Requisition page, select 'Propose'.

Job requisition

Workflow status

Current status: Sourcing process ongoing

General information

Start date: 10/11/2025

End date: 19/12/2025

Work location: Dysart School

Job title: Support Staff - Alexandra

Customer: Orchard Hill Academy Trust

Department: Dysart School

Number of vacancies: 1

Proposals

Due date proposals: 29/11/2025 00:00

[Propose \(1\)](#)

PROPOSAL	ATTACHMENTS	FULL NAME (FORMAL)	STATUS	SOURCING CHANNEL	GROSS INDICATIVE RATE
No data available in table					

No results to show

- **Step 3: Select the Candidate**

Type the candidate's name in the search box. (Ensure the candidate has already been uploaded in the Candidate tab.) Select the correct candidate and click 'Continue'.

Job requisition summary

Job requisition: SRQ127081

Summary: Proposal for position Support Staff (10/11/2025 through 19/12/2025) with customer Orchard Hill Academy Trust (Dysart School) at department Dysart School

Proposal

Sourcing channel: Specific supplier

Supplier: Affinity Workforce Solutions

[Cancel](#) [Continue](#) [Add a new candidate to the pool](#)

Search

Search: alexandra ha

FULL NAME (FORMAL)	CITY/TOWN	EMAIL	PHONE	CANDIDATE TYPE
☒ Hale, AEMH (Alexandra)		aemhale@icloud.com		Agency worker

Showing 1 to 1 of 1 entries (filtered from 879 total entries)

[Cancel](#) [Continue](#) [Add a new candidate to the pool](#)

• **Step 4: Enter Contract Type**

You will be prompted to select the Contract Type: PAYE or Umbrella. This step is critical because it determines the rate automatically.

Street number Suffix

Street name

Address addition

Email

aemhale@icloud.com

City/Town

Country

--None--

Data processing purposes

Commercial data

Contract type

Please select -

PAYE

Umbrella

[18 Compliance](#)

• **Step 5: Send the Proposal**

Once the contract type is selected, click 'Send Proposal'.

Proposal

SPR120841: Proposal for position Support Staff - Alexandra

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When creating a candidate in the system it is always recommended to add all compliance documents directly to the candidate in the compliance tab before proposing them to any job requisition.

Doing this will ensure the documents inherit onto the candidate proposal and will avoid the need to upload the documents every time the worker is submitted to a role

Warning: Candidate not yet proposed

To propose this candidate, click on the 'Send proposal' button.

Edit

Send proposal

Revoke completely

Workflow status

Current status

Draft, not yet submitted

Job requisition summary

Job requisition

SRQ127081

Summary

Proposal for position Support Staff (10/11/2025 through 19/12/2025) with customer Orchard Hill Academy Trust (Dysart School) at department Dysart School

Candidate personal data

Candidate type

Agency worker

• **Step 6: Complete the Action**

To finalise the process, click 'Perform Action'.

41: Proposal for position Support Staff - Alexandra

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Send proposal

Proposal: Hale, AEMH (Alexandra) (SPR120841)

Current status

DRAFT, NOT YET SUBMITTED

→

New status

PROPOSAL SENT

Comments

Cancel

Perform action