

Client Portal Training

1. Once the client sets up their profile and orders an employee, our email will come in the Junk Email folder. **This needs to be checked OFTEN during the day**
2. Log into the OnDemand portal (bottom of www.desemploymentgroup.com; manager resources and OnDemand)
3. Click on DES Employment Group in the top left, then click on Dashboard.
4. Click on Client Orders on the Left side. View the order that is new to get a feel for what is required and the pay being offered.
5. After you have reviewed the order, go to employees and either select the employee that you are looking for or add them. If you have the employee interview available add that into the employee section.
 - a. Add Employee
 - b. Add Title is the Employee Name.
 - c. In first blank box enter pertinent information regarding employee. IE: 5 years experience in painting, clear background, mvr is good and valid Driver's License.
 - d. Video Link – go to www.gotomeeting.com and log in as cedarrapids@desemploymentgroup.com
 - i. Click on history on the left side
 - ii. Find the employee that you want to send to the client & Click on their interview
 - iii. On the right side there will be a paperclip symbol with Share next to it – click that
 - iv. This will bring a pop up screen – click on “Copy to Clipboard”
 - v. Go back to DES OnDemand
 - vi. Right click in the Video Link Box and Paste link in there.
 - e. Position – fill in the position the employee is being submitted for.
 - f. Employee Email – has to be filled in so the employee can receive the communications.
 - g. Resume – attach the employee's resume here if you have a copy of it.
 - i. Click Add Resume
 - ii. Locate the appropriate file and click on it
 - iii. On the bottom right click on “Use this file”
 - h. City – leave. This alone
 - i. Available – THIS HAS TO BE LEFT AT NO!!!! IF YOU MARK IT YES YOU WON'T BE ABLE TO SEE THE EMPLOYEE!!!
 - j. Scroll to the top and click Publish – once this is complete the “publish will change to update”
 - k. Go back to Client Orders
 - l. Click on the position you want to submit your employee for.
 - m. You should now see the employee on the left side under “Employees available”
 - n. Click on the “add” next to the employee you want to submit. Their name should auto populate to the right of where you clicked add.

- o. Click "Update" on the upper right.
- p. Congratulations, you have submitted your employee to the client for their review. Your client will get an email notifying them of your candidate and they will respond accordingly.
- q. If the candidate is accepted for an interview, you will get an email stating the time and date for the interview. Click on the GoTo Meeting, introduce yourself and each other, after introductions leave the GoTo Meeting.
- r. If the candidate is rejected, you will get an email stating that they have been rejected.