

Vendor Portal Quick Reference Sheet:

5. Submitting Candidate to Contracts

Thank you for partnering with HealthTrust Workforce Solutions! HealthTrust is pleased to offer a simple and convenient, web based, Self-service option to our staffing relationship. The purpose of this quick reference guide is to guide you on the following functions in the Vendor Portal:

- Submitting Candidate to Contracts Positions

Login Reminder:

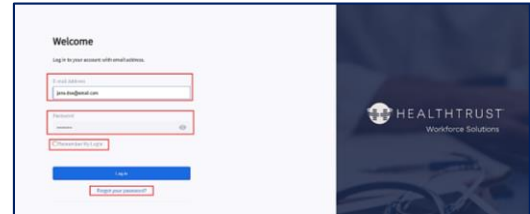
Browser: Ensure to always use the Google Chrome browser.

Vendor Portal Web App Login URL:

vendor.healthtrustws.com

- Enter **Email Address**

- Enter **Password**



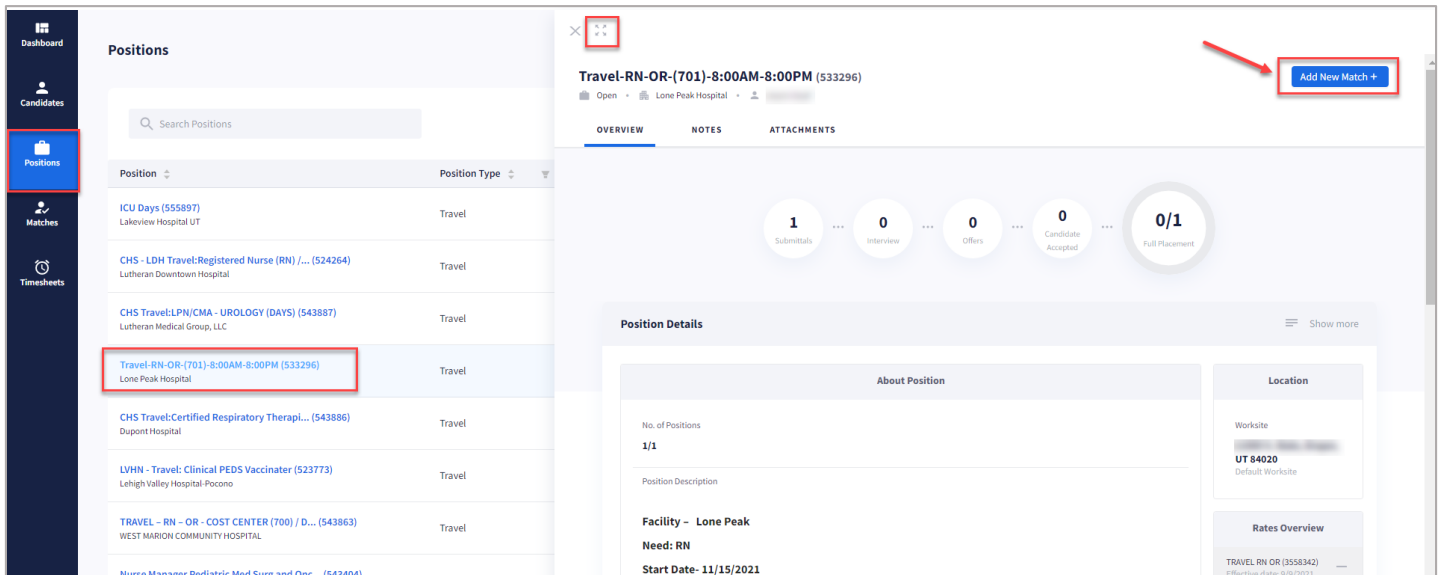
NOTE: You will use the same credentials as you do for Workforce 2.0.

Option 1: Submitting Candidate to Contracts from the Position

This section walk through the process of submitting to Contracts positions. There could be specific information needed for contract positions. Should you have any questions please reach out to your Program Team or Local Staffing Office.

IMPORTANT: If a Candidate is being submitted for Per Diem Shift work, please contact your local staffing office for the process. Do NOT submit Per Diem Candidates via this process.

- From the **Position** section on
- **Click** to open the **Position**
- **Click** to **Add New Match**



The screenshot displays the Vendor Portal interface. On the left is a navigation sidebar with options: Dashboard, Candidates, Positions (highlighted), Matches, and Timesheets. The main area is divided into two sections. The top section, titled 'Positions', contains a search bar and a table of available positions. The bottom section shows a detailed view of a selected position: 'Travel-RN-OR-(701)-8:00AM-8:00PM (533296)' at Lone Peak Hospital. This view includes a progress bar with metrics: 1 Submittals, 0 Interviews, 0 Offers, 0 Candidate Accepted, and 0/1 Full Placement. A red box highlights the 'Add New Match +' button in the top right corner of the position details view.

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Follow the 3-step template to submit candidates to contract positions.

Position

Selecting to add a match from the position will automatically default the fields.

- Click **Next** to continue

Candidate

1. Select the **Candidate** by searching for the candidate by name or Candidate ID. Any recently view candidates will appear when you click in the field.



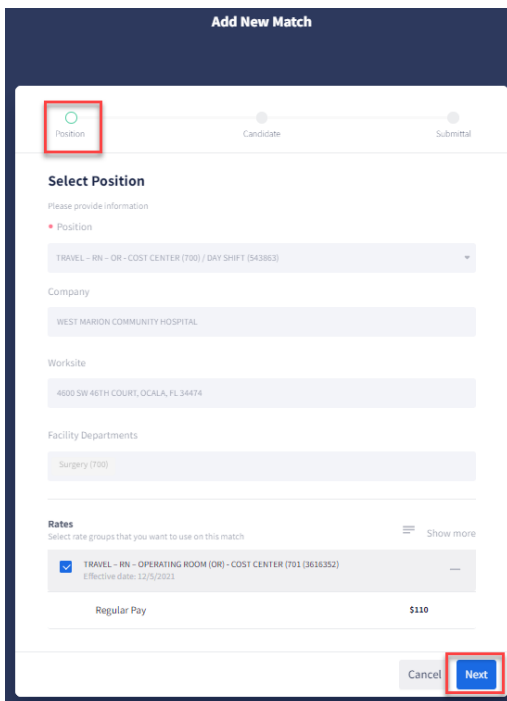
If there is a candidate that is not in the system, the Candidate can be added to portal at this step.

2. Add any **Candidate Notes** that you would want the HWS team to know about the candidate.

3. Click **Next**

Submittal

1. The **position owner** will be defaulted on the **To** field. There is an option to add additional emails on **CC** or **BCC** levels.
2. **Email Body** will bring over any **Notes** added in the previous step, but additional notes may be added.
3. Add **Attachments** if needed for this
4. If there was a resume on the Candidate record it will be automatically added.
5. Click **Finish** to complete the submission.



Add New Match

Position Candidate Submittal

Select Position

Please provide information

Position

TRAVEL - RN - OR - COST CENTER (700) / DAY SHIFT (543863)

Company

WEST MARION COMMUNITY HOSPITAL

Worksite

4600 SW 46TH COURT, OCALA, FL 34474

Facility Departments

Surgery (700)

Rates

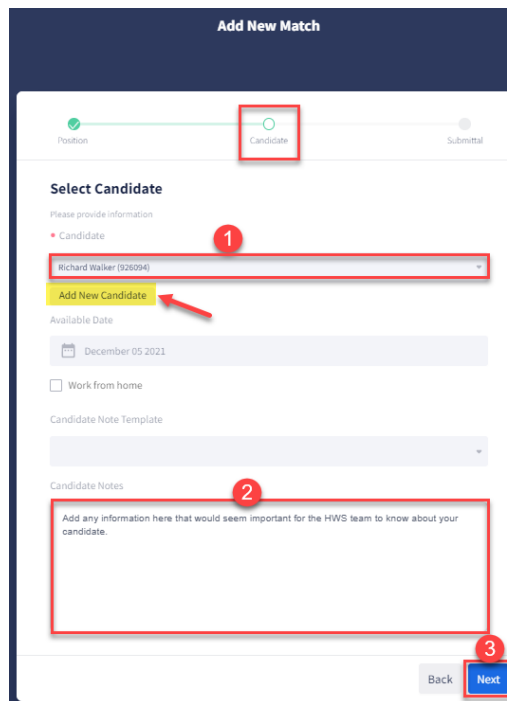
Select rate groups that you want to use on this match

TRAVEL - RN - OPERATING ROOM (OR) - COST CENTER (701) (3616302)

Effective date: 12/5/2021

Regular Pay \$110

Cancel Next



Add New Match

Position Candidate Submittal

Select Candidate

Please provide information

Candidate

Richard Walker (326294)

Add New Candidate

Available Date

December 05 2021

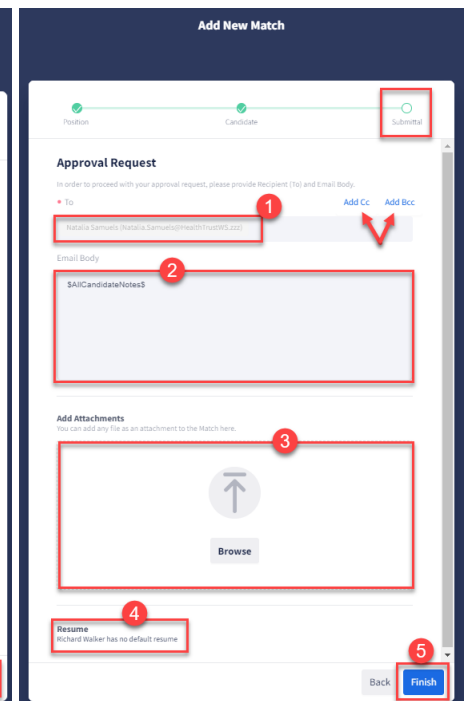
Work from home

Candidate Note Template

Candidate Notes

Add any information here that would seem important for the HWS team to know about your candidate.

Back Next



Add New Match

Position Candidate Submittal

Approval Request

In order to proceed with your approval request, please provide Recipient (To) and Email Body.

To

Natalia Samuels (Natalia.Samuels@healthtrustfl.com)

Add Cc Add Bcc

Email Body

SAICandidateNotes

Add Attachments

You can add any file as an attachment to the Match here.

Browse

Resume

Richard Walker has no default resume

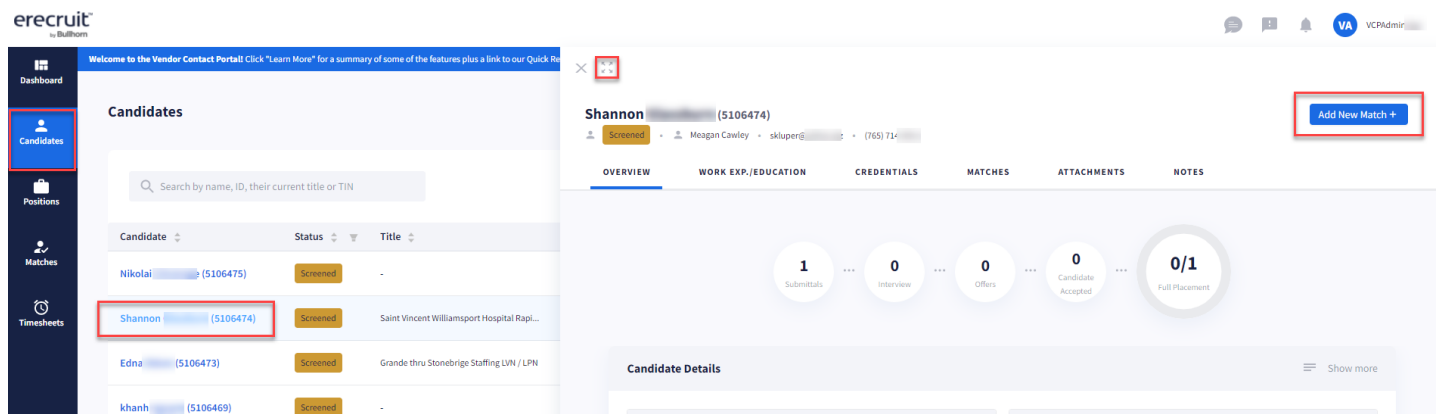
Back Finish

Option 2: Submitting Candidate to Contracts from the Candidate Record

This section walk through the process of submitting to Contracts positions from the Candidate record. There could be specific information needed for contract positions. Should you have any questions please reach out to your Program Team or Local Staffing Office.

IMPORTANT: *If a Candidate is being submitted for Per Diem Shift work, please contact your local staffing office for the process. Do NOT submit Per Diem Candidates via this process.*

- From the **Candidate** section
- **Option** to expand the page
- Click to **Add New Match**



Follow the 3-step template to submit candidates to contract positions.

Position	Candidate	Submittal
<p>Selecting to add a match from the position will automatically default the fields.</p> <ul style="list-style-type: none"> • Click Next to continue 	<ol style="list-style-type: none"> Candidate and Projected start date will be pre-populated. Available Date can be selected Add any Candidate Notes that you would want the HWS team to know about the candidate. Click Next 	<ol style="list-style-type: none"> The position owner will be defaulted on the To field. There is an option to add additional emails on CC or BCC levels. If Subject line is defaulted, leave as is or add. Email Body will bring over any Notes added in the previous step, but additional notes may be added. Add Attachments if needed for this If there was a resume on the Candidate record it will be automatically added. Click Finish to complete the submission.

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Select Position

Please provide information

Position: Travel RN-Telemetry (605) / 7P-7A / 13 Weeks (468910)

Company: RIO GRANDE REGIONAL HOSPITAL

Worksite: 101 E. Ridge Road, McAllen, TX 78503

Facility Departments: 2M Telemetry Cardiac (605)

Rates: RN-TELE (150951) Effective date: 5/4/2022 Regular Pay: \$92.00

Cancel Next

Select Candidate

Please provide information

Candidate: Shannon Glassburn (5106474)

Projected Start Date: April 20 2022

Available Date: March 01 2022

Work from home:

Candidate Notes: Add any additional notes that you would want the HWS team to know about this candidate |

Back Next

Approval Request

In order to proceed with your approval request, please provide Requester (Tel) and Email Body

To: Cathy Louise Coffey (coco@healthtrustws.com)

Subject: Approval Request: Shannon Glassburn - RIO GRANDE REGIONAL HOSPITAL - Travel RN-Telemetry (605) /

Email Body: SAICandidateNotes

Add Attachments: You can add any file as an attachment to this request form.

Resume: resume Include candidate resume

Back Finish

Help / FAQ

Locate Training Resource information for additional system quick reference guides.

Please note: For any "process" related questions, please contact you Program Team or Local Staffing Office

Control Center

- Profile
- Data Preferences
- Notifications
- Tools
- Help / FAQ

Help / FAQ

HealthTrust Workforce Solutions is pleased to offer a simple and convenient self-service option to our staffing relationship. Please access the training resource material which will provide a quick demo tour of the Web App and step-by-step instruction to the different functionalities of the Client Portal Web App tool by clicking [here](#).

Technical issues? Report a Problem or contact Help Team

To Report a problem via web app portal:

Next to your profile name/login and out section on the upper right corner

Click on the exclamation talk icon

Fill out the form

Attach file (please ensure this is a full screen shot of your issue and not just the error)

Click Submit

Service Desk Contact Information:

Phone: 954-514-1642

Email: HWS.ServiceDesk@HealthTrustWS.com



Report a Problem

Report a Technical Problem

Subject:

Description:

Attach files

Cancel Submit