



# adding a staff request in My Randstad



Request contract staff through the orders section of the My Randstad client portal. Using the list of pre-defined job titles and grades, you can add one or more vacancies to be filled with agency staff. All you need is your computer, or a smartphone, and a few simple steps.

## getting started: one off registration

- o Your Randstad consultant will set up your access to add vacancies on the My Randstad portal.

You may already have access, particularly if you approve timesheets, but if you haven't used the portal before, you'll receive an email inviting you to create a password.

Click the [get started now](#) button to create your password and activate your account.

**We've setup your account for Randstad self-service access**

Your account gives you access to our online services.

As a valued client of Randstad, our "my Randstad" web platform allows you to easily complete day-to-day tasks like approving timesheets, viewing bookings and a growing list of other services.

We're continually building on and improving our platform, and we'll keep you up to date with all exciting developments as they are released.

First things though, click below to get started by setting your password.

[get started now](#)

- o Create a password, noting the security requirement information, and then click [submit](#)

A notification will confirm your account activation, from which you can select the [click here to go to my randstad](#) to go to the login screen.

activate your randstad account

new password

Password must be at least 8 characters, containing upper and lowercase, and at least one number and symbol.

re-enter new password

[submit](#)

- o This login screen can be access directly by typing <https://my.randstad.com.au> into your browser.

Use your email address and the password you created to access your account and to view timesheets waiting for your approval.

You're now ready to start adding vacancies!

log in to my randstad

using social media? click below.      already have an account? login below.

[f Log in with Facebook](#)     

[g Sign in with Google](#)     

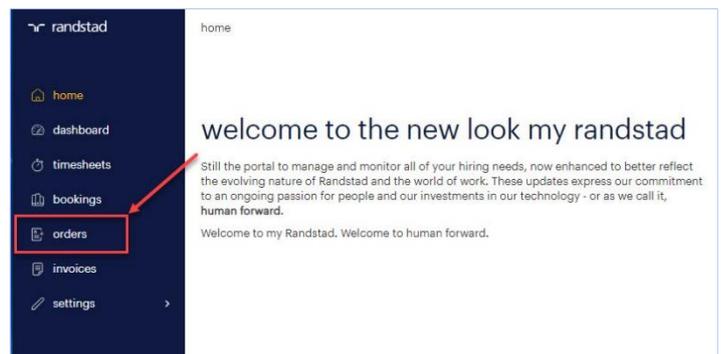
[in Log in with linkedin](#)      [sign in](#)

[forgot password or don't have an account?](#)

## ordering staff: add a vacancy

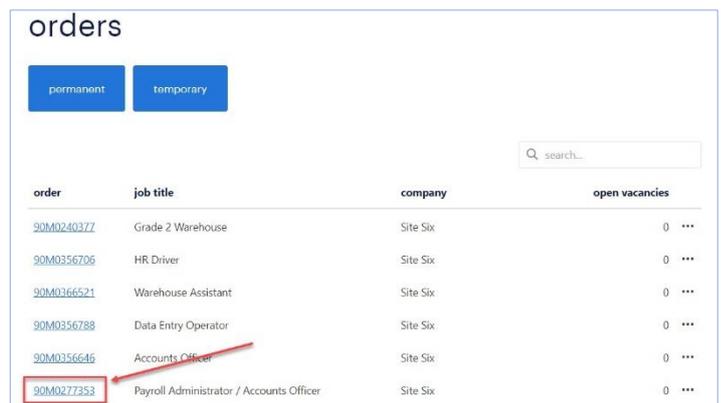
- o On the main home page of your My Randstad portal, select **orders** from the left hand side menu.

If you don't see this module, contact your Randstad account manager who can enable it for you.



- o This opens the list of pre-defined job titles available to you.

Find the role you need to request an agency staff member to fill and click on the underlined order number.

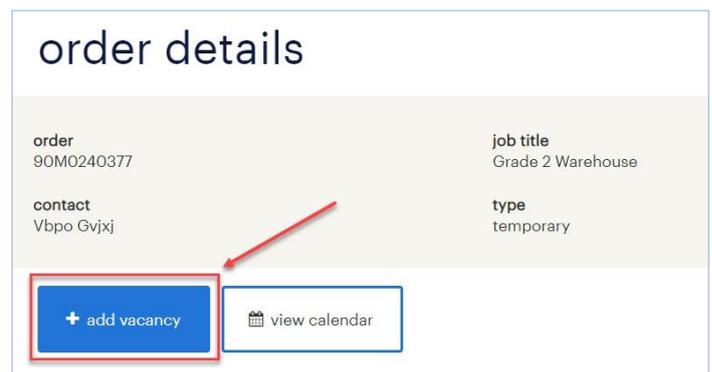


- o If you know the job title you are looking for you can use the search bar in the top right to filter the jobs on the page. Type into the search bar and any matching options will show in the list.



- o Clicking on the underlined order number will open a screen with the button to add vacancy.

Select this to open the request form.



o Fill out the add new vacancy screen with entries in the following fields:

- **no. of vacancies** - how many Randstad staff you need to hire (i.e 1 person, 4 people etc)
- **vacancy reason** – why a Randstad staff member is being requested
- **job classification / level** – the grade or banding at which the Randstad worker will be paid
- **site address** – the primary location where the Randstad worker will be (note, this can change; it is indicative only)
- **duration** – select to indicate whether the Randstad worker is required for one day or multiple days
- **start and end date** – the first day the workers are required, and the expected last day of their assignment (the end date may change and may be indicative only)
- **start and end time** – is not required for a multiple day vacancy
- **comments** – optional free text field to add any information that is relevant to the role or that will assist in getting the right Randstad staff for your vacancy.
- **attachment** – optional ability to upload a supporting document, for example a position or role description

This screenshot shows the top section of the form. The 'no. of vacancies' field contains the number '1'. The 'vacancy requested by' dropdown menu is open, showing 'Demo Portal' as the selected option. Below these are the 'vacancy reason' dropdown (set to 'Annual Leave - Client End') and the 'job classification / level' dropdown (set to 'Grade 4 - Labourer'). The 'site address' field is currently empty with the placeholder text 'please select'.

This screenshot shows the 'vacancy reason' dropdown menu set to 'Seasonal Project Work (peak)'. The 'site address' field remains empty with the placeholder text 'please select'.

This screenshot shows the 'duration' section with 'single day' selected. The 'start date' is 'Mon, 25 Nov 2019' and the 'end date' is 'Tue, 26 Nov 2019'. Below this are two rows for daily scheduling. The first row is for 'Mon' with 'start time' and 'end time' both set to '00:00'. The second row is for 'Tue' with 'start time' and 'end time' both set to '00:00'. Each row has a toggle switch that is currently turned on.

This screenshot shows the bottom section of the form. It includes fields for 'fulfilment due', 'cost centre', and 'purchase order', all of which are currently empty. Below these is a 'comment' text area containing the text 'will need long sleeve shirt'. At the bottom is an 'attachment' section with a blue button labeled 'add attachment'.

o Once all the mandatory fields are completed, click the add vacancy button in the bottom right and the request will be sent directly to Randstad.

This screenshot shows the bottom right corner of the form. The 'comment' text area and 'attachment' button are visible. A red arrow points to a blue button labeled 'add vacancy', which is highlighted with a red border. To its right is a 'cancel' button.