

Supplier – Best Practices

- Respond to VMS requirements when posted by CAI
 - Review the requirement details thoroughly
 - Submit quality candidates that you have screened and confirmed representation
- Educate your candidates on the process
 - Email critical job-specific details to candidate, so they are informed
 - Validation requirements (both ERTR and during screening call)
 - CAI Account Managers will not screen candidates that do not comply with validation requirements
 - Instill sense of Urgency
 - Let them know they may be called by a CAI Account Manager
- Ensure candidate profile data integrity submitted in the VMS
 - Provide accurate candidate contact information
 - Make sure skills of candidate meet or exceed the skills listed on the requirement
 - Resume
 - Resume must be in client specific format
 - Resumes should include req specific content in resume body, not just Technical Summary
 - DO NOT swap out candidates
 - Candidate who is interviewed must be the candidate submitted in the VMS
 - Candidate cannot have assistance during interview process – no use of AI or other resources
- Candidate Screening
 - Proactive recruiting for core client skill sets
 - Maintain industry standards for technical screening of candidates
 - Perform pre-employment technical screening for quality control
- Ensure that engaged resources submit timesheets on time
- Pay resources in a timely manner
- Work with CAI to resolve any personnel issues
- DO NOT reach out to client users directly
- Maintain your organization information
 - Know the terms of your subcontractor agreement
 - Make sure all contact information is kept current in the VMS and the Supplier Management Portal
 - Submit all contract required documentation in the Supplier Management Portal – **KEEP YOUR INSURANCE UP TO DATE**