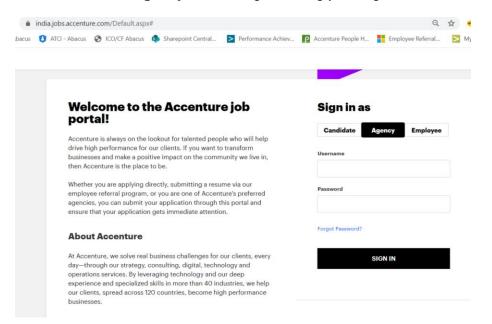# Accenture Agency User guide
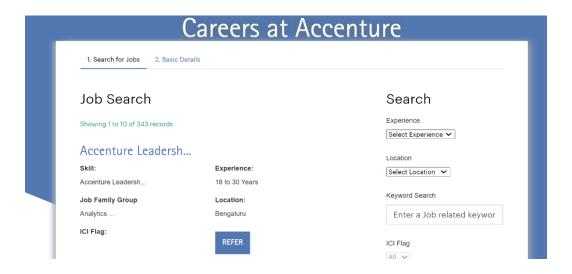
1. Login to the Accenture India Jobs Portal URL
   https://india.jobs.accenture.com/Default.aspx

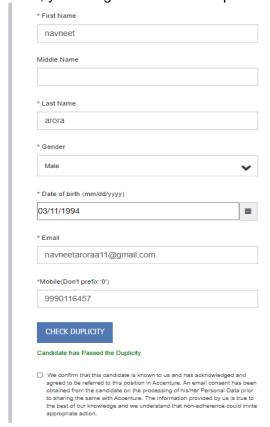2. Select the **Agency** tab and sign in using your log in credentials

3. Click on **search demand** and go to respective entity you are empaneled to help with sourcing
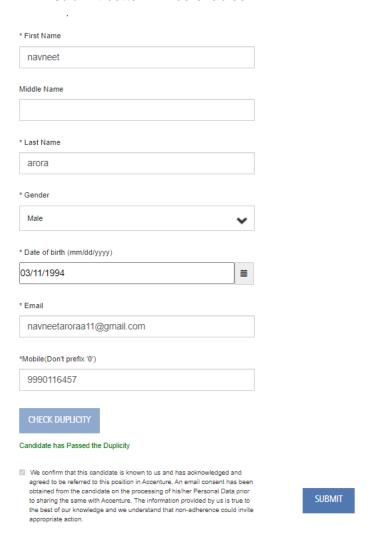
This will take you to a page displaying all the open positions. You can search for a relevant job using the filters – based on skills/ years of experience/ location. You can click on the job name to understand the JD.

4. Click on **refer** and **upload** the resume of the candidate and verify the details. Post-verification, click on **check duplicity**. If the candidate is duplicate, you will be informed, if not, you can go ahead with the process
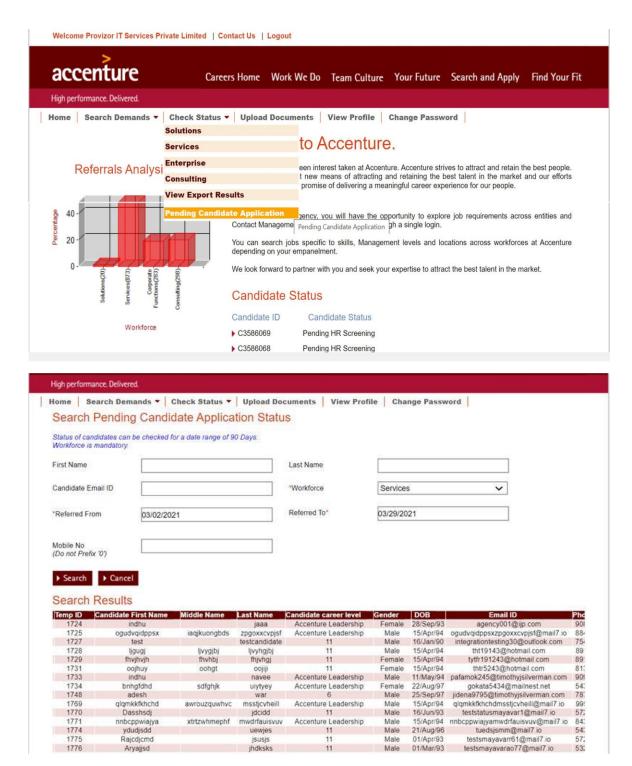
5. Once the duplicity passes, you will have to confirm seeking candidate consent to applying with Accenture on their behalf. Only when you provide confirmation, the **submit** button will be enabled.

* First Name

navneet

Middle Name

* Last Name

arora

* Gender

Male

* Date of birth (mm/dd/yyyy)

03/11/1994

* Email

navneetaroraa11@gmail.com

*Mobile(Don't prefix '0')

9990116457

CHECK DUPLICITY

Candidate has Passed the Duplicity

☑ We confirm that this candidate is known to us and has acknowledged and agreed to be referred to this position in Accenture. An email consent has been obtained from the candidate on the processing of his/her Personal Data prior to sharing the same with Accenture. The information provided by us is true to the best of our knowledge and we understand that non-adherence could invite appropriate action.

SUBMIT

6. Once the profile is submitted a mail trigger goes to candidate with a unique link. Candidate will have 7 calendar days to action on this email, failing which the profile will no longer be active in our systems.

7. The candidate will have to perform the following actions for a valid CID to be created
    (i)   confirm their interest in job opportunity with Accenture,
    (ii)   provide consent to Hiring Statement of Accenture,
    (iii)   confirm providing consent to you as the agency to apply on their behalf,
    (iv)   confirm interest in job position their application has been submitted for,
    (v)   fill in the advance details related to their work experience, education, PAN and citizenship.
    (vi)   Profile creation by setting up password.

To check on the status of candidature you've submitted, click on **Check Status → Pending Candidate Application.**

Note* We also have a detailed process flow that will be shared with you to understand various scenarios and the resolution to it.