Staff Augmentation Workflow Process











Contact

Hiring Manager contacts CAI to determine job classification and NTE rate, then creates eVA PO

Create Requirement

Hiring Manager logs into VectorVMS and creates requirement based off discussion with CAI, blocks off time for interviewing

Review/ Approve

If necessary, an Additional Authorized User Personnel logs into VectorVMS, reviews

Release Requirement

CAI receives requirement, reviews requirement for completeness, releases requirement to Subcontractor network

Submit Candidate(s)

Subcontractor reviews requirement, submits qualified candidate(s) along with resume and Right to Represent in VectorVMS









Interview Candidate

Hiring Manager interviews candidates(s) during previously blocked off time

Request Interview

CAI informs Subcontractor that interview is requested and coordinates interview times with Hiring Manager

Review Resume

Hiring Manger reviews resumes and informs CAI if an interview is desired

Forwards Candidates

CAI reviews resume and selects a group of resumes to present to Hiring Manager, forwards candidates for review in VectorVMS within SLA window











Candidate Selection

Hiring Manager selects candidate for engagement and provides CAI with engagement details

① & **① Notify Subcontractor**

CAI notifies Subcontractor that candidate was selected, notifies candidate and provides job specifics

Onboarding

CAI coordinates with Subcontractor to ensure onboarding activities are completed

Begin Work

Candidate begins work

Key











---- Approval Phase

Resource Engagement Phase