



A **'Right to Represent' (RTR)** is a statement from the candidate giving your company permission to represent them for this position. Please note, RTRs are posting specific, and unfortunately, we cannot accept "blanket" RTRs, meaning a RTR must be obtained for each posting to which the candidate is submitted. To be valid, the RTR must be completed from within the timeframe the posting was open to submittals, contain the posting ID number listed, and contain a statement of approval from the candidate giving your company permission to submit. Please attach this document into the candidate's profile in dotStaff™ at the time of submission.

Process for completing RTR:

1. Send email to Candidate requesting ability to submit
2. Candidate acknowledges request and gives approval to submit for dotStaff™ Posting ID 'X'
3. Copy and Paste email (showing timestamp and email accounts) into .doc, .docx, or .pdf
4. Title document in the following format, "Posting #XXXXXX"
5. Attach file to Candidate Profile in dotStaff™ VMS

Example Statement from Candidate:

"I, John Doe, give 'Company Name' the ability to submit my resume to dotStaff™ Posting ID 123456."

From: Candidate Name <email@email.com>
Sent: Monday, July 3, 2023 11:08 AM
To: Vendor Company Contact <contact@vendorcompany.com>
Subject: RE: City of Tempe Right to Represent - Posting ID 123456

I, 'Candidate Name', give 'Vendor Company Name' permission to submit my resume to Posting ID 123456.

Thank you,

Candidate Name

From: Vendor Company Contact <contact@vendorcompany.com>
Sent: Monday, July 3, 2023 10:50 AM
To: Candidate Name <email@email.com>
Subject: City of Tempe Right to Represent - Posting ID 123456

Hello,

Please confirm that 'Vendor Company Name' has the right to submit you for consideration to the Business Analyst position at the City of Tempe under Posting ID 123456.

Thank you,

Vendor Company Contact Name