A temporary placement has turned into a permanent role

A candidate has been placed in a temporary vacancy, which has now turned permanent. What is the best practice for updating this information in IQX?

- Open the **details** form for the temporary placement.
- Click on the **vacancy** button to take you to the vacancy.
- Click on the **Miscellaneous** button located in the left hand panel of the vacancy details form.
- Click **Make Permanent**. A prompt is showing asking if you wish to make this a permanent vacancy - click **yes**
- Ensure that a salary is given to the vacancy.

A permanent vacancy can be changed to a temporary one using the same button which is called **Make Temporary** in this instance, in the miscellaneous tab.
When changing a permanent vacancy to a temporary **remember to attach it to a temp desk and check that the payroll company details are entered**.

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