



How to send CVs to a vacancy contact

CVs can be sent from a Vacancy Short List.

The Contact Event will be linked to the Vacancy, Company Contact and Candidate.

Candidates can be selected by checking the Select box on the right or selected by Progress State once in the Send CV wizard.

Applicant	Consultant	Action Date	State	Person State	Interview Time	Notes	Pr'ty	Select
Brenda Albert	BARBARA		Put Forward	Current			5	☐
K Ho	BARBARA		Put Forward	Current			5	☐
J Manoharan	BARBARA		Put Forward	Current			5	☐
Jane Strong	BARBARA		Put Forward	Current			5	☐
J Wild	BARBARA		Awaits Contact	Current			5	☒
Manoel Araujo	BARBARA		Awaits Contact	Current			5	☒

Click the Send CVs button to open the send CV wizard.

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