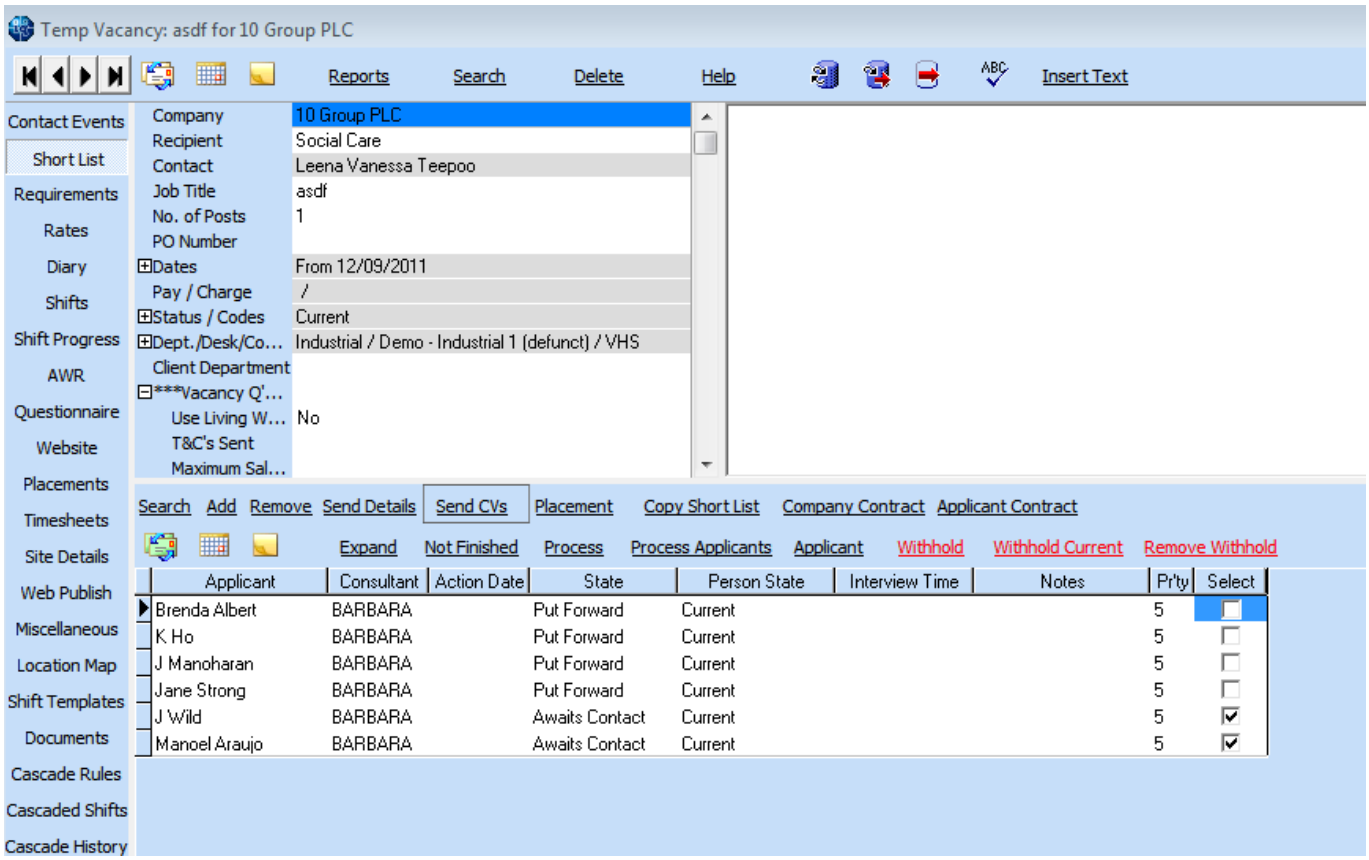
How to send CVs to a vacancy contact

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.



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

Check the defaults in the Contact Details.

In the CVs to Send section, select the radio button for either sending by selected, state or the whole list - this refers to the candidates in the short list.

The Action Date and State will be updated automatically once the CVs have been sent, use the Change button if you want to change the new action date and/or state.

Click OK which will open a Contact Event form showing the Attached CVs tab.

If a Candidate does not have a CV in their record it will show as Missing CV against the Candidate. It is possible at this point to go to the Candidate record and arrange a CV, then return to the Contact Event, Update and continue.

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