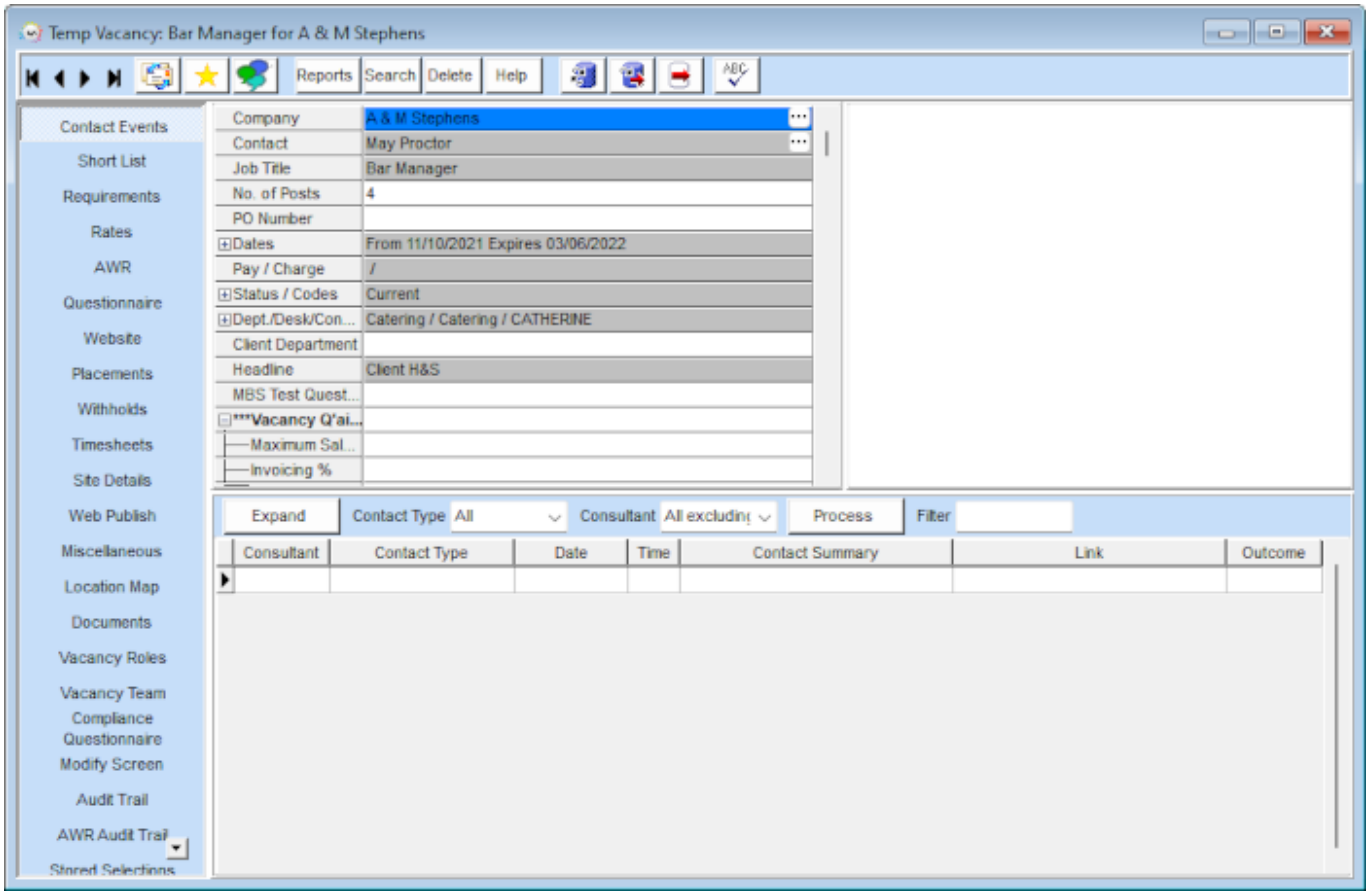
Vacancy Record



Contact Events

The Contact Event tab lists all the contacts that have been entered for this Vacancy; i.e. phone calls, interviews, e-mails and letters.

To learn more click here

Short List

This is where you can select Candidates you would shortlist into this Vacancy as well as managing the whole shortlist from this tab

To learn more click here

Requirements

When you search for Candidates to fill the Vacancy, the criteria you specified in the Requirements tab will be automatically applied, which means you'll be more likely to find Candidates who fulfil the Vacancy's requirements.

To learn more click here

Rates

You can specify and modify the rates for the temp vacancy under the Rates section, which will then be transferred to the future placement when it is created.

To learn more click here

AWR

The AWR settings for new Vacancies are inherited from the Company record but can be edited directly if they differ from the company standard.

To learn more click here

Questionnaire

This is where you can see and change the pre-set questions for the current vacancy.

To learn more click here

Website/Notes

This is a free text section for keeping further notes about the Vacancy.

Placements

This tab is where you can view the candidates who have been placed in the vacancy.

To learn more click here

Withholds

This is where you can set Candidates who either they don't want to work there or the Client does not want the Candidate to work there

Click here to learn more about Withholds

Back to Getting Started

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