Requirements

Refers to:
Person form → Requirements tab

Use this tab to enter any specific requirements that the candidate has, for example, a minimum salary or rate and benefits that they require such as a pension or company car. If the candidate has said that any job must have these criteria, then click on the **Requirements are Non-negotiable** button. If you do this then the candidate is only matched to vacancies that include these criteria. These requirements are taken from the candidate\person questionnaire form.

To add the required criteria:

- Click on the **Hints** button to split the screen into **All of:** and **Any of:**.
- Click on the **Criteria** button to display a list of criteria that you can select.
- Drag the criteria from the list to the **All of**: or **Any of**: boxes and select the appropriate options.

Note If you make a mistake, click on the **Clear** button to clear the screen and start again. To clear a single requirement, drag it back onto the Criteria selection box.

All of means that the vacancies must have these items. **Any of** means that the records must have at least one of these items.

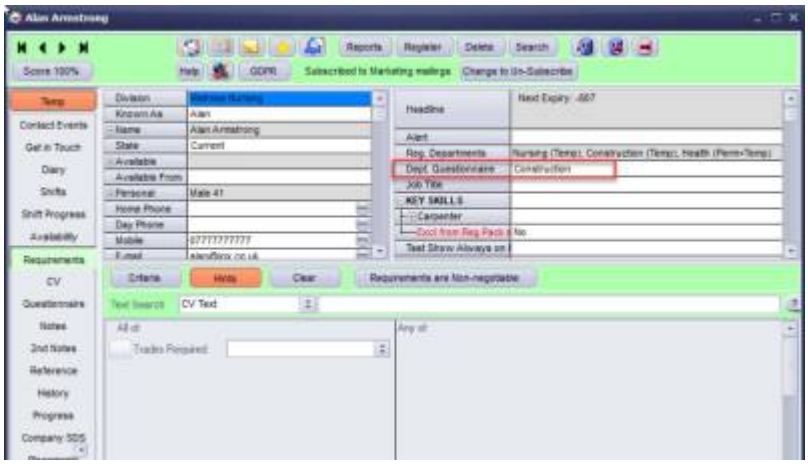
Automatic population of Requirements

If you search for vacancies from a candidate record you can create a global set of requirements that can be set up by department so that the requirements tab is pre-filled with the criteria.

Create a Stored Selection within the VACANCY selector, for the appropriate department called “Global Person Default…” e.g. “Glabal Person Default Construction” with the required criteria (these should be left blank so that they can be filled in on an individual basis). Each time you search for a vacancy for a candidate in this department, the requirements will be automatically populated.

Any changes to the master stored search (ie. “Global Person Default…” in the vacancy selector stored search) will be reflected on existing person records only where the requirements have not been changed directly on a candidate.





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