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.

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