History

Refers to:
Person form → History tab

All **placements** arranged by your agency appear as employments on the History tab and link to the relevant companies. You can enter the candidate's previous work history but as each company that you add appears in your agency's database you probably only need to enter any relevant previous employment.

Click on the **Add Employment** button to enter the current employment and previous employment history that was not entered through IQX. The database can be set to show currently active positions are in blue, others in black.

- Note: If a client does not want to use a Temp again or the temp does not want to work for a client again, select the company and click on the **Withhold** button so that the candidate is excluded from vacancy searches for this company in the future.

Back to Online User Guides
back to How to .....

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=ug1-12&rev=1512146147

Last update: **2017/12/01 16:35**