Progress States

Refers to:
Person form → progress tab

The link between the Vacancy and the Applicant is the Progress Record, which appear on the **Progress** tab. There are four fixed states for monitoring an applicants' progress:

- **Awaits Contact** A newly created link in the Short List.
- **Placed** Placed in a vacancy by the Agency.
- **Final Rejected** Rejected,did not get placed.
- **Final Placed Elsewhere** Applicant was placed in another vacancy.
- **Final Final** If the state represents the end of the road for a progress item eg. placed or rejected - it should be checked as Final.

The effect is when a vacancy is filled or cancelled the progress items of the unsuccessful Applicants will automatically be set to Rejected or the designated rejection state. A Rejection state can be selected for each non final state eg State '1st Interview' could have a final state of 'Rejected at 1st Interview' When an applicant is successfully placed all other places they were applying for are automatically set to 'Placed Elsewhere'.

The fixed states cannot be deleted, however the Name can be edited. We suggested the following minimum are used:

- Awaits Contacts
- Unable to contact
- Not interested
- Put Forward CV sent to Client
- Invite to 1st Interview
- Attended 1st Interview
- Offer Made
- Placed
- Rejected (State given if vacancy finished or another candidate successful)
- Rejected by client pre 1st interview
- Rejected by client post 1st interview
- Candidate rejected offer
- Placed Elsewhere
- Placed Elsewhere by others

Once a progress is finished, remember to clear off the action date by either clicking in the Action Date field and using the delete button, or in bulk from the progress selector see Bulk changing progress states and action dates

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