



Searching for Vacancies from a Candidate record

If your agency works from the point of view that your candidate provides details of the type of work they would like and you match them to open vacancies (rather than starting with the vacancy and matching available candidates) you can do this using the search button when you are in a candidate record.

The screenshot shows the iqx candidate record interface for Kallvin Andrade. The 'Search' button in the top toolbar is highlighted with a red box. The interface includes a sidebar with navigation options like 'Terms', 'Contact Events', 'Get in Touch', 'Diversity', 'Shifts', 'Shift Progress', 'Availability', 'Requirements', 'CV', 'Questionnaire', 'Notes', '2nd Notes', 'Reference', 'History', 'Progress', 'Company SCD', 'Placements', 'Accounts', and 'Compliance'. The main area displays candidate details, including Name, Division, Grade, and various contact information. A calendar view shows availability for the week of 18/4/22 to 24/4/22. A list of requirements is also visible.

This will launch the search wizard. On the first screen it will default to the logged in users department, whether they are temp or perm and desk type although these can be amended by using the drop down menus. If your default desk type is a shift desk then you can select between All shifts or Future shifts.

The screenshot shows the iqx search wizard interface. It prompts the user to select department and vacancy type and press next. The 'Department' dropdown is set to 'Permanent' and the 'Vacancy Status' dropdown is set to 'Current'. The 'Desk Type' dropdown is set to 'Weekly Shift' and the 'Future Shifts' dropdown is set to 'Future Shifts'. The 'Next' button is highlighted.

Any requirements that have been added on the candidates record will appear on the next screen, it is also possible to add additional criteria. For more information on candidate requirements see [Requirements](#).

The final screen will display the results for the search where you can shortlist the candidate, view the location of the vacancies on a map (2.21.11+), send a notification to the candidate or expand the vacancy record.

Eduyn Australia

Search for Nursing Vacancies

Review the search result and tick any you wish to short list

	Position	Location	Company	Time	Consultant	Start Date	End Date	Start Time
1	ACA Band 2 Sup	5 Live		12	SHILLIF	19/02/2028		
	ACA Band 2 1400	5 Live		12	SHILLIF	19/02/2028		
	ACA Band 2		ABC Contract Services Warrford	12	SHILLIF	19/02/2028		
	ACA Band 2NB		Shelley Group	12	SHILLIF	12/01/2028		
	ACA Band 2 Sup	5 Live		12	SHILLIF	16/05/2022		
	ACA Band 2 PNB		31 Group R.E.	12	YHS	15/02/2028		
	ACA Band 2		Aquila Personnel Services	12	SHILLIF	15/02/2028		
	ACA Band 2		Summer Industries	12	SHILLIF	28/09/2028		
	ACA Band 2 Regional	5 Live		12	SHILLIF	14/02/2028		
	ACA Band 2		Ashley Partners LLP	12	SHILLIF	28/09/2028		
	ACA Band 2NB		Shelley Group	12	SHILLIF	12/01/2028		
	ACA 2		GR	12	SHILLIF	24/01/2017		
	ACA Band 2		JMB Recruitment	12	SHILLIF	12/09/2028		
	ACA Band 2		Shelley Group	12	SHILLIF	19/02/2028		
	ACA Band 2		GR	12	SHILLIF	19/02/2028		

Count: 10 Expand: Tick All Short List Cross Match View Requirements Privately Short List Only Map

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