# Search for candidates for a vacancy

**refers to:**
vacancies (top menu)
clients form → vacancies tab
F5 (function key)
F7 (function key)

When you have entered all the vacancy details, you need to search for candidates to fill the vacancy:

- If the vacancy is not already open, expand it from **Vacancies** Tab.
- Use the **Search** button to start the wizard for search and selecting candidates.
- Once you have created list of possible candidates, you can click in the **Short List** box (on the right of the form) to add them to your short list.

See also
9.8 Searching for candidates by skills from a vacancy .

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