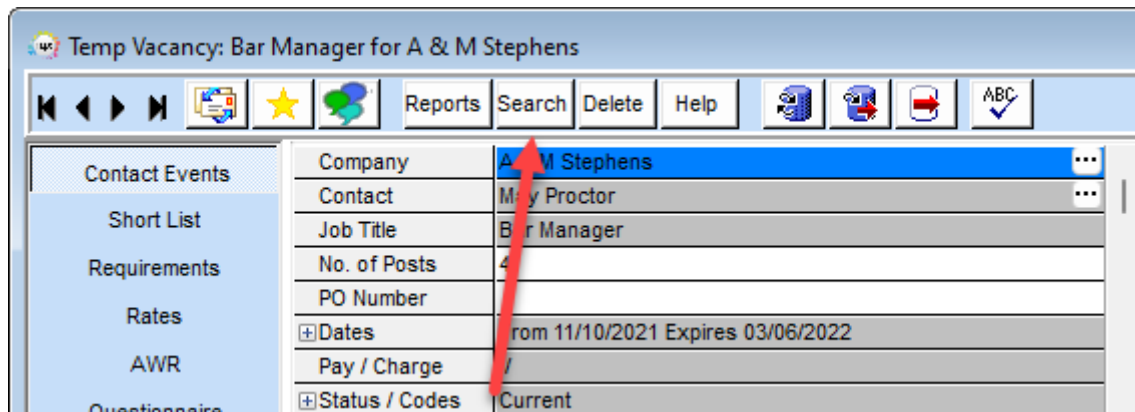




Search for Candidates to Shortlist to a Vacancy

Once the basic vacancy information and requirements have been added you can **Search** for candidates:



- Click on the **Search** button. This opens a search wizard.
- The department to be searched is the one the vacancy belongs to. Select whether you want to search for **temporary** or **permanent** candidates, what **state** and if you only want to search your **Temp Desk**.
- Click on the **Next** button. If there are any **Requirements** set in the vacancy requirements, they are displayed. You can add more using the **Criteria** button. It only finds candidates with a matching skill set in their questionnaire.



Temp Vacancy: Bar Manager for A & M Stephens

Search for Applicants

Enter/Amend Search Requirements

Text Search: CV Text

All of:

☐ DBS State Clear

Any of:

Searchable Criteria

Search

Criteria

- ***Person Q'aire***
- *** CLEARANCE ***
- *** DBS ***
 - DBS State
 - DBS Disclosure No
 - Security Cleared
 - DBS Expiry
 - DBS check recieved
- *** TRAINING ***
- *** Bulletin Heading ***
- *** PERSON DATA ***

Results

Criteria Hints Clear < Back Next > Cancel

- Click on the **Next** button. A list of matching candidates is displayed.
- Tick directly to select any candidates you wish to shortlist without expanding records.
- **Expand** to look view the candidate's full record. It will open on the availability tab, click on another tab if you want to view other areas of the candidate's record.
- Use the video buttons to scroll through the records, F2 to create a contact event, SELECT button to shortlist them. Once you have worked through all the records, closing down will take you back to the search results list with any selected ones ticked.



Temp Vacancy: Bar Manager for A & M Stephens

Search for Applicants

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

Applicant	Consultant	Availability	Salary	Alert	Prty	Short List
Saffron Aguilar	VHS	100 %			5	☒
Brooklyn Alexander	VHS	100 %			5	☒
Erin Alexander	VHS	100 %			5	☐
Vinnie Ali	VHS	100 %			5	☐
Annalise Allison	CATHERINE	100 %			5	☐
Arya Andersen	VHS	100 %			5	☐
Lyra Anderson	VHS	100 %			5	☒
Brooklyn Armstrong	VHS	100 %			5	☐
Jonathan Arroyo	CATHERINE	100 %			5	☒
Theodore Atkins	REGISTER	100 %			5	☐
Kelsey Baldwin	VHS	100 %			5	☐
Jack Barker	VHS	100 %			5	☐
Alicia Barr	VHS	100 %			5	☐
Ashleigh Barrett	VHS	100 %			5	☒
Lenny Barrett	VHS	100 %			5	☐
Marcus Bean	VHS	100 %			5	☐
Kyle Beasley	VHS	100 %			5	☐
Peter Becker	VHS	100 %			5	☐
Bruno Beltran	VHS	100 %			5	☐
Sami Berg	CATHERINE	100 %			5	☐
Shaun Blackwell	STEVE	100 %			5	☐
Prince Blair	VHS	100 %			5	☐
Theodore Booth	VHS	100 %			5	☐
Aleeza Bowen	VHS	100 %			5	☐

Count Expand Tick Invert Cross Match Prev. Employees Only Place Map Withheld Exclude < Back Finish Cancel

- **Finish** button will take you back to the vacancy short list for further action.
- An instant placement can be made with the **Place** button.

2.22.9+ As well as being able to manually tick candidates there are now some ways to bulk tick candidates - you can select based on number or on candidate state.

See also

When building a search, you can put the criteria on the left or right hand of the screen.

How do I build a search in IQX that has TWO (or more) variables? .

There is the blank grey square button immediately to the left of every criteria.

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