



## Add candidates directly to a vacancy short list

### Refers to:

vacancies form → short list  
person selector form  
temp desk form → temps tab

If you know the names of candidates who are suitable for the vacancy, you can add them directly to the short list:

- If the vacancy is not already open, expand it from **Vacancies** Tab.
- Select the **Short List** tab.
- Click on the **Add** button.
- Find the candidate that you want to add to the short list.
- Click on the candidate, and then click on the **Select** button to add them to the short list.

### You can also:

- open the **Person Selector** and create a list,

### or:

- Select the **Temps** Tab of the Temp Desk, highlight a candidate and drag them to the lower part of the **Vacancy short list**

see also

[3.8 short list](#)

[3.9 adding a specific person to the short list](#)

Back to [Online Users Guide](#)

Back to [Temp Desk](#)

From:

<https://iqxusers.co.uk/iqxhelp/> - **iqx**

Permanent link:

<https://iqxusers.co.uk/iqxhelp/doku.php?id=ug6-14&rev=1512146147>

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

