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
Short list
Adding a specific person to the short list

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Back to Temp Desk

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