Contact candidates

refers to:
vacancies form → short list

Once you have added candidates to your short list, you need to contact them to see if they are interested in the vacancy:

- If the **vacancy** is not already open, expand it from **Vacancies** Tab.
- Select the **Short List** tab.
- Click on the **Expand** button to go to a Progress form.
- Make a **Contact Event** with the **Make contact event** button on the top menu.
- Change the **Progress state** as appropriate

see also
6.14 add candidates directly to a vacancy short list
3.8 short list
3.9 adding a specific person to the short list

Back to Online Users Guide
Back to Temp Desk

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