Book interviews

refers to:
vacancies form → short list tab

If the client wants to interview the candidate, then you need to set up interviews with the candidates:

- If the vacancy is not already open, expand it from **Vacancies** Main menu item.
- Select the **Short List** tab.
- Select the candidate, and click on the **Expand** button.
- Click the **Make Contact event** (envelope) icon to create a new contact event
- Enter the interview date and time.
- Select an appropriate **state** from the list.
- Click the **Save and Close** icon to complete.

Note: Create a new Contact Event to record outcome of discussions.

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