Make a placement

refers to:
vacancies form → short list
vacacncies form → placement tab
temp desl form → temps tab

You can create a placement for the vacancy in one of the following ways:

Using the Vacancy form on the Main menu

- If you have followed the steps described in previous sections to find a candidate, then you can select the candidate from the **short list** of the **Vacancies** form and click on the **Placement** button.

No short list

If you did not create a short list, but you know a suitable candidate then you can use one of the following methods:

- Find the person using the **Search** button: select the candidate and click on the **Place** button.
- Select the **Placement** option on the **Vacancy** form, click on the **Add** button and select the name of the candidate.
- From **Temps** Tab of the Temp Desk form, drag the candidate onto the Applicant column on the **Short List** of the **Vacancy** form.

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