Make a placement

refers to:
vacancies form → short list
vacancies form → placement tab
temp desk 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.

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=ug6-18&rev=1436888038

Last update: **2017/11/16 21:59**