Searching for vacancies from a candidate's record

To search for a vacancy matching the candidate's requirements:

- Open the candidate's record.
- Click on the **Search** button. This opens a search wizard.
- Select the **Department** that you want to search for vacancies, whether you want to search for temporary or permanent vacancies and the state of the vacancy.
- Click on the **Next** button.
- The Candidates Requirements are displayed; these were filled in from the Candidates Requirements tab in their record.
- You can add requirements using the **Criteria** button.
- If the candidate is only looking for vacancies that match their requirements, click on the **Requirements are Non-negotiable** button.
- Click on the **Next** button.
- A list of vacancies is shown that offer the same benefits.
- If you click on the **Cross-Match Vacancy Requirements** button it only shows exact matches.
- **Tick** the vacancies that you wish to associate the candidate with
- If you want to view the vacancies in more detail before adding the candidate to the shortlist, click the expand button. If the vacancy is relevant click the select button at the top of the vacancy and then use the video button to go to the next vacancy. When you close the vacancy view, you will go back to the search wizard and see the selected vacancies ticked.
- Click on the **Finish** button.

Search tab.
Saving People Search results.
Saving Search criteria.
Search results and bookings.
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Last update: **2017/12/01 16:35**