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
- Click on the **Finish** button.

Search tab.
Saving People Search results.
Saving Search criteria.
Search results and bookings.
Looking for records / Keyname look-up.

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