Searching for candidates for a vacancy

- Click on the **Search** button - This opens a search wizard.
- Select the whether you want to search for **temporary** or **permanent** candidates and if you only want to search your **Temp Desk**. The candidates must be registered with department the vacancy is linked to.
- Click on the **Next** button.
- The Vacancy Requirements are displayed; these were filled in from the Vacancy Requirements tab.
- You can add or edit Requirements using the **Criteria** button.
- It only finds candidates with a matching skill set in their questionnaire.
- Click on the **Next** button.
- A list of candidates is displayed.
- If you click on the **Cross Match** button, it only shows candidates who have requirements that are matched by the Vacancy offerings.
- **Tick** the vacancies that you wish to add the candidate to and click on the **Finish** button.
- An instant placement can be made by clicking on the **Place** button.

Selection tab.
Creating a stored selection from more than one section.
Looking for records / Keyname look-up.

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