



Vacancy Records

Temporary vacancies are added from the Temp Desk, a company contact within the company record or a Contact Event to a Company Person.

Permanent vacancies are added from the Company record or a Contact Event.

The Vacancy Selector is for working on existing vacancies.

Current vacancies can easily be viewed in Desktop or Temp Desk.

How to

- [3.01 Find a vacancy](#)
- [3.02 Enter main information](#)
- [3.03 Contact Events](#)
- [3.04 Entering rates](#)
- [3.05 Requirements](#)
- [3.06 Questionnaire](#)
- [3.07 Search for candidates](#)
- [3.08 Short List](#)
- [3.09 Adding a specific Person to the Short List](#)
- [3.10 How to contact candidates about a Vacancy](#)
- [3.11 How to send CVs to a Company Person](#)
- [3.12 How to arrange interviews for a vacancy](#)
- [3.13 How to change the Progress State or Action Date for a group of Candidates](#)
- [3.14 How to confirm the successful candidate/s and the consequences - Placement](#)
- [3.15 Notes](#)
- [3.16 Site details](#)
- [3.17 Miscellaneous](#)
- [3.18 Placements](#)
- [3.19 Timesheets](#)
- [3.20 Diary](#)
- [3.21 How to add shifts to a vacancy](#)
- [3.22 How to edit shifts](#)
- [3.23 How to fill shifts for a vacancy](#)
- [3.24 How to confirm shifts](#)
- [3.25 How to delete an empty shift](#)
- [3.26 How to cancel a filled shift](#)
- [3.26b How to cancel multiple shifts](#)
- [3.27 How to complete/finish a vacancy](#)
- [3.28 How to Send a location map using a contact event](#)
- [3.29 Posting job adverts to Broadbean](#)

Back to [Online Users Guide](#)



From:

<https://iqxusers.co.uk/iqxhelp/> - **iqx**

Permanent link:

https://iqxusers.co.uk/iqxhelp/doku.php?id=vacancy_job:ug3-00&rev=1435929484

Last update: **2017/11/16 22:11**

