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 .....

- Find a vacancy
- Enter main information
- Contact Events
- Entering rates
- Requirements
- Questionnaire
- Search for candidates
- Short List
- Adding a specific Person to the Short List
- How to contact candidates about a Vacancy
- How to send CVs to a Company Person
- How to arrange interviews for a vacancy
- How to change the Progress State or Action Date for a group of Candidates
- How to confirm the successful candidate/s and the consequences – Placement
- Notes
- Site details
- Miscellaneous
- Placements
- Timesheets
- Diary
- How to add shifts to a vacancy
- How to edit shifts
- How to fill shifts for a vacancy
- How to confirm shifts
- How to delete an empty shift
- How to cancel a filled shift
- How to cancel multiple shifts
- How to complete/finish a vacancy
- How to Send a location map using a contact event
- Posting job adverts to Broadbean
- Alternative top right view on vacancy

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=1516270595

Last update: **2018/01/18 10:16**