Requirements

Refers to:
vacancy form → requirements tab

You use this to enter the **requirements** needed by the vacancy from the candidates, e.g., their skills, location, education and experience. These criteria are used when you search for candidates.

To add the required criteria:

- Click on the **Hints** button to split the screen into All of: and Any of:.
- Click on the **Criteria** button to display a list of criteria that you can select.
- **Drag the criteria** from the list to the All of: or Any of: boxes and select the appropriate options.

Note: To clear a single requirement, drag it back onto the Criteria selection box. If you make a mistake, click on the Clear button to clear the screen and start again.

- **All of** means that the vacancies must have these items.
- **Any of** means that the records must have at least one of these items.

A global set of requirements can be set up for a department so that each new vacancy is prefilled. Create a Stored Selection for the appropriate department called Global Vacancy Default '*' with the criteria desired.

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