Search for candidates

Relates to:
Vacancies button → Vacancies form

Once the basic vacancy information and requirements have been added you can **Search** for candidates:

- Click on the **Search** button. This opens a search wizard.
- The department to be searched is the one the vacancy belongs to. Select whether you want to search for **temporary** or **permanent** candidates, what **state** and if you only want to search your **Temp Desk**.
- Click on the **Next** button. The Vacancy Requirements are displayed; these were filled in from the **Vacancy Requirements** tab but you can add more using the **Criteria** button. It only finds candidates with a matching skill set in their questionnaire.
- Click on the **Next** button. A list of matching candidates is displayed. If you click on the **Cross Match** button it only shows candidates who are looking for certain requirements from the vacancy.
- **Expand** to look at a candidates record. It will open on the availability tab.
- **Tick** the candidates that you wish to add to the Short List and click on the **Finish** button to return to the updated vacancy for further contact.
- An instant placement can be made with the **Place** button.

See also
8.1 When building a search, you can put the criteria on the left or right hand of the screen.
8.2 How do I build a search in IQX that has TWO (or more) variables? .
8.3 There is the blank grey square button immediately to the left of every criteria.

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