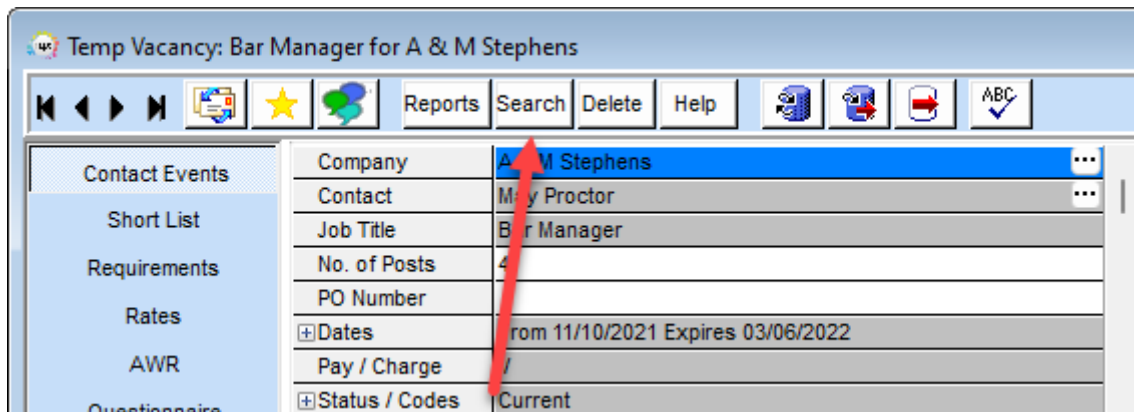




Search for Candidates to Shortlist to a Vacancy

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. If there are any **Requirements** set in the vacancy requirements, they are displayed. 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.
- Tick directly to select any candidates you wish to shortlist without expanding records.
- **Expand** to look view the candidate's full record. It will open on the availability tab, click on another tab if you want to view other areas of the candidate's record.
- Use the video buttons to scroll through the records, F2 to create a contact event, SELECT button to shortlist them. Once you have worked through all the records, closing down will take you back to the search results list with any selected ones ticked.



The screenshot shows the IQX software interface. At the top, a window titled 'Temp Vacancy: another for ABBA Ltd' displays a 'Search for Candidates' section with a table of search results. The table has columns: Candidate, Consultant, Availability, Postcode, Alert, Prty, and Short List. The first row shows 'Alexandra Poppy Abbott' with 'VHS' as the consultant, '100 % TD12 4RH' as the availability, and a checked box in the 'Short List' column. Below this, a detailed view of Alexandra Poppy Abbott is shown. The left sidebar contains a navigation menu with options like Temp, Contact Events, Get in Touch, Diary, Shifts, Shift Progress, Availability, Requirements, CV, Questionnaire, Notes, Other, Reference, and History. The main area displays candidate details: Name (Alexandra Poppy Abbott), State (Current), Available From (08/10/2014), Personal (Male 67), Home Phone (01890 883 900), Day Phone, Mobile, E-mail (barbara@iqx.co.uk), Payroll Email, and Social Media. The right sidebar shows a list of criteria with checkboxes, including 'Health (Perm+Temp)', 'Health', 'HCA', 'Elderly, Home support', 'Work Permit', 'Word Basic, Powerpoint Basic', 'Blank timesheet met...', 'Right to Work', 'Computer Skills', 'Do not mailmerge ...', and '***Person Q'aire***'. At the bottom right, there are buttons for 'Edit/Print CV', 'Delete CV', 'Archive CV', and 'Publish to Web'. The 'Finish' button is highlighted in the bottom right corner.

- **Finish** button will take you back to the vacancy short list for further action.
- An instant placement can be made with the **Place** button.

See also

When building a search, you can put the criteria on the left or right hand of the screen.

How do I build a search in IQX that has TWO (or more) variables? .

There is the blank grey square button immediately to the left of every criteria.

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