Short list

Refers to:
vacancies form → short list

This table is the main work view for **permanent** and **temp** contract vacancies. Here, after a Search has found the initial matches, you can manage all the candidates who you are considering for the vacancy and their current states.

The state shows where the candidate has progressed to through the vacancy. The **Reject Reason** can be used for temporary notes, until the next progress change.

CVs are sent using the **Send CVs** button.

Bulk letters can be sent using the **Process button** to utilise Mail Merge Individual contacts are made by Expanding the **Progress** and working from there. The Desktop, Progress due for Action tab gathers all Progress together for working on.

Button	Use
Expand	Open the progress record for each candidate. From here you manage the progress of the vacancy and Contact Events.
Add	Add a named candidate to the Applicant list.
Delete	Delete the selected candidate from the Applicant list.
Applicant	Open the candidate's detail record.
Placement	Place the candidate in the vacancy.
Process	Display the current progress of the vacancy.
Send CVs	Send the candidates' CVs to the client.
Copy Short List	Allows you to select another vacancy to copy the short list or part of the short list from.

see also
3.9 Adding a specific person to the short list

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