



Copy Short List

The Copy Short List button allows you to search for other vacancies from which to copy the short list.

From your vacancy short list, use the Copy Short List button. This will open up a new form.

Find the vacancy you wish to copy the short list from.

You can find the vacancy by reference number, or by searching using relevant fields (Division, Department, Client Keyname, Entry Date, Temp/Perm or Position.)

The results will be shown in the bottom left of the form, with the short listed candidates for the selected vacancy on the right side of the form.

Job Title	Entry Date	Temp	Client
Classroom Assistant	18/09/2011	☐	Barden Primary School
Deputy Head Teacher	20/09/2011	☐	Barden Primary School
Receptionist	09/01/2013	☐	Barden Primary School
Testing hours	04/12/2012	☐	Barden Primary School
Y7 Advanced Cover Sug	18/09/2011	☐	Barden Primary School

Selected	Name	Availability	Alert
☐	Miss Andrea Adamson	100 %	pack sent last week not returned
☒	Miss Vanessa Adams	100 %	mailchimp
☐	Mr Robert Akers	100 %	
☒	Miss Mahfuza Akhtar	100 %	
☐	Miss Sabine Adigun	100 %	pack sent Monday, returned Wed
☐	Mr Derek Tinker	100 %	

You can view the selected vacancy or candidate record in full using the Vacancy / Candidate buttons.

Select the candidates you want and click Add to Short List.

Back to [Vacancy Short List](#) Back to Vacancy

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