How to contact candidates about a Vacancy.

Refers to:
vacancies form → short list

- Go to the **Short List** Tab for the Vacancy.
- **Expand** the Candidate line to bring up the Progress Form.
- To contact the Candidate **start a contact event**, select the Type and then go to the Phone Numbers tab and contact them.
- If they are NOT interested in the Progress form **change the State** to Not Interested and **delete** the Next Action Date.
- If they ARE interested **change the state** to Put Forward. **Save and Close** and contact the next candidate.

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