How to arrange interviews for 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.
- As the date and times are arranged with the client/candidate, use the video buttons to move through the selection entering the information and a contact event for each Candidate: (**Note** - Remember that the video buttons automatically Update any changes.)
  - **State** Should be changed to Invite to Interview.
  - **Action Date** Should be changed to when next to contact the Candidate.
  - **Interview Date and Time** Should be entered for Word to use in a letter.
- **Make a contact event** to the Candidate to notify them – by letter, email or phone.

Shortcut information:

- On the Short List Tab Candidates can have their state and date directly changed from the State cell. In the **Rejection Reasons** cell type the interview time & place. When the next state is selected this note will be lost – but by then the interview should have happened.
- This can also be done from the **Progress due for Action** tab on Desk Top

For letters to the Company Person **click the radio button**. Alternatively make a **Contact Event** from the **Vacancy Form**.

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