# How to confirm the successful candidate/s and the consequences – Placement

**refers to:**
vacancy form → short list
Person Form –> Placement Tab

A Placement can be started in several ways from the Vacancy

- From the **Shortlist** Tab by selecting an Candidate and clicking the Placement button.
- From the **Candidate's Progress** Form got by expanding the **Candidate** and selecting **Placed** as State.
- From the Search Wizard by highlighting the Candidate in the result table and clicking the **Place** button.
- A Placement can also be started from the **Person Form** –> **Placement Tab**.
- For a **Temporary Shift Vacancy** the act of entering a Timesheet for shifts will make a Placement.
- In all cases the Placement dialogue is brought up.
- You will be asked to confirm the Candidate.
- Enter the **date** the Candidate will start the job. Also for a Temp position an **End** date, if known, can be entered or it can be left blank. However a Placement will remain on the Temp Desk until an End Date is reached.
- IQX checks to see if the Candidate is already employed elsewhere.
- You will asked if there are any more Candidates required to fill the Vacancy.
  - If **No**, all other Candidates are set to Rejected and the Vacancy State changes to filled.
  - If **Yes** the Vacancy remains in the Current state.
- The **Placement** Form is brought up.
- Confirm the fields filled by default for start date, references and rates.
- The Details tab will depend on your Agency set up and is for invoicing details.
- Add any further information as necessary, **especially** on the Questionnaire.

See also
Vacancy Record - Placements.

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**https://iqxusers.co.uk/iqxhelp/doku.php?id=vacancy_job:ug3-14**

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