



Vacancy Record - Placements

refers to:

vacancies form → placements

This table shows the candidates who have been placed in the vacancy. Normally you make a placement from the **Short List** but you can add it directly from here. The Placement holds all the details required for invoicing a Perm placement or generating timesheets for a Temp. **It is important to get the details correct.**

To place a candidate from the **vacancy placement screen** (no short list):

- Click on the **Placements** option on the left hand side of the screen.
- Click on the **Add** button. In the selector enter the **keyname** of the candidate you are entering.
- Select the candidate, and click **Ok**.
- Enter/confirm the **start date** and **Leave date** (if known) and click on **OK**.
- If the placement completes the number of posts to be filled you will be asked if you want to change the vacancy state to Filled and change the progress state of all unsuccessful candidates in the short list to Rejected. If you say **Yes** then the status will have to be manually changed when the placement comes to an end.
- Now **complete** the details of the Placement form.

Extending a Placement

When an existing placement requires to be extended rather than create a whole new placement users can use the Placement Extension System (from version 2.21.4 onwards).

Users with the layout role to enable them to authorise Placement Extensions will see this new button on Placements.

The screenshot shows a software interface for managing placements. The title bar reads "Temp Placement of Craig Adams as Scott Test 1 at A & M Stephens". The interface includes a sidebar with navigation options: Details, Split, Contact Events, Rates, AWR Role, AWR Linked, Placements, Shifts, Timesheets, Accounts, and Staged Invoices. The main area is divided into two panels. The left panel contains fields for Applicant (Craig Adams), Company (A & M Stephens, A Stephens), Job Title (Scott Test 1), Client Department, PO Number, Contract, Placement Date (09/04/2021), Override Invoice Layout, Sales Brand (Alt1), Invoice Prefix (A1), and Invoice Email (alt1@iqx.co.uk). The right panel contains fields for Start Date (09/04/2021), Leave Date (13/06/2021), Department (Events), Consultant (SCOTTM), Our Ref. (3460), Concurrent or Shifts (checked), Override IR35 (unchecked), Days per Week (5), and Work Pattern (MTWTF __ 09:00 7.5 hours). A red box highlights the "Add Extension" button located at the top of the right panel.

When this is pressed you are then prompted to select the reason for the extension, the new leave date and the reporting start date, you can also add any relevant notes at this point.



The 'Add Placement Extension' dialog box contains the following fields:

- Extension Reason: (dropdown menu)
- Leave Date: 13/06/2021
- Reporting Start Date: 13/06/2021
- Notes: (text area)
- Buttons: Ok, Cancel

All of the changes made are detailed in a placement extension table which can be viewed at the bottom of the Placement. This shows the original Start Date, original Leave Date, the updated Leave Date as well as who changed it and when. This table is also updated if you manually change the Leave Date or create a Provisional Timesheet that is beyond the current Leave Date.

The screenshot shows the 'Temp Placement of Craig Adams as Scott Test 1 at A & M Stephens' window. The 'Add Extension' button is highlighted. Below the form, the 'Placement Extensions' table is visible:

Original Start Date	Original Leave Date	Reporting Start Date	Leave Date	Who Changed	When Changed	Who Authorised	When Authorised	Extension Reason
09/04/21			13/06/21	SCOTTM	26/05/21 10:33	SCOTTM	04/06/21 11:45	
09/04/21			06/06/21	SCOTTM	26/05/21 10:31	SCOTTM	26/05/21 10:31	More Time
09/04/21			06/06/21	SCOTTM	26/05/21 10:31			

This feature requires system administrator setup.

see also

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