How to fill shifts for a vacancy

refers to:
temp desk
vacancies form → diary view
vacancies form → shifts tab

On either the **Temp Desk** or the **Vacancies** Diary view or List view – click the **Fill Shifts** button to open the wizard.

- Select where to match from: the **default** is the Temp Desk unless a Short List exists.
- Select the number of weeks to match and if you want to **use extra criteria** to filter the Temps (if not already ticked).
- If a specified Individual is selected the next form is a selector to find them. If they are Not qualified or Not available they will still be brought up but marked as such.
- If **Filter Temps** was ticked any requirements, over and above the shift skill, that have been set in the vacancy will be shown here for accepting or changing.
- If you want to update the vacancy with changes tick the check box for **Save Criteria on Finish**.
- During a Match there is a display of how many Candidates are being searched and the success rate. The results appear with ordered Candidates on the left and the Vacancy shifts on the right.
- The matches found are displayed in order of best matching availability entered.
- Employees previously used by that company will be highlighted in yellow.
- **Highlight** the Candidate to be booked. The Availability of that Candidate is shown for each Shift on the right.
- Use **F2** or the **make contact event** button to make a Contact Event with the Candidate to ask if they can do the shifts.
- If they cannot or do not want to select the Outcome as **Shifts refused** and save the contact event.
- If they are available save the contact event and tick the **Book** checked box to confirm.
- When the next Candidate is highlighted the shifts already Booked have the Description changed to Filled by XXXX
- Work through the shifts for each Candidate.
- Finish will close the Form and the shifts will be shown as filled. If they are bordered with blue this shows Confirmation needs to be completed. This is to confirm that the client is happy with the Candidate and the Candidate has accepted the job (depending on how the shift has been set up).

See also
1.1 When trying to fill a shift, it says temp not qualified. Why is this?.

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