

# Adding a New Vacancy

Temp Vacancies can be added from Temp Desk, Company record or from a Contact Event to a Contact.

Perm Vacancies can be added from the Company record or from a Contact Event made to a Company Contact.

## From a Temp Desk

Open the Temp Desk the vacancy is to be managed from. On the default view use the Add button – a quick wizard will open.

Desk	View	Year )										
Drivers	<ul> <li>Weekly Shift</li> </ul>			Current)			ute Clease					
Vacancies Temps	Search Expand Add P	ow: O Shifts in 1 O Current S	Week 🕐 Add S Bate O Un filled in Week 🕺	inita (	ill Shifts Confirm Shifts	s Copy Shi	fts Enter Timeshe	t Filter	Postzode Miles 0	÷ Find		
Availability	Job Tille	PO Ref	Company	Miles	Monday 30/05/2022		Tuesday 31/05/2022	Wednesday 01/06/2022	Thursday 62/06/0622	Friday 03/06/2022	Saturday 04/06/2022	Sunday 05/06/2022
Pacements Vacancy	SM Text 0 Class 1		A & M Stephene ABBALM		19	10		10	10	10	19	10
Shifts Shifts	Rew Temp Vacancy					-	0 X					
Timeshoets Transfer	Job Title		<ul> <li>Source Existing Client</li> </ul>		v			10	10	1P	1P	
AWR Temps	Keyname	Find O S	by Company 🔘 By Contact		Select	Cancel						
AWR Checking Expenses	Contact Company	Aler	Address		Town	Cour	try Postcock					
Claims TS Query Log												
Expiry Dates												
Compliance Reports												
	_											
	_											

Enter the job title and change the source if the default is not accurate.

Select the client from the default list showing (will show if you have a stored selection of contacts that is called 'Temp Regulars' (see Hints, Tips and Shortcuts, Temp Desk Regulars), or enter the keyname of the client or contact and search for them.

### From a Contact Event

A Contact Event made with a Company Contact has a button to the top right of the screen 'New Vacancy'. This will open a new vacancy form



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🖓 Contact Ev	ent A & M Step	hens, Lilly-May C	ervantes				[		8	
H 4 > H	<b>E</b>	Reports	Delete	Help 🗐	38	New Vacancy				
Text	Company	A & M Stephens, Li	illy-May Cervantes		💮 New Vac	ancy	$\times$			
	Made By	CATHERINE								
Attached CVs	Date	02/06/2022			Department Drivers	$\sim$				
Letter Text	Time	16:03				Evision Clinat		io.co.uk		
Email Log	Туре	Cold Call/Canvas C	all		Source	Existing Client				
Lindi Log	Summary				Job Title Low Loader Driver	Low Loader Driver	~			
	Outcome				300 100		-	co.uk		
	Callback				O Permanent Vacancy O Temporary Vacancy					
	Callback Time				Temp Desk	Drivers	~			
	Priority	5			Temp book	Dinoia				
	Created Du					K Cancel		_	_	
	Reply as Text	Insert Text	Spell Check	Duplicate						
	Send Text	Write Letter	Send E-mail	Reply to E-mail						
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### From a Company Record

Ensure that the contact is selected and add a vacancy from the vacancy view this will open a New Vacancy form.

### **New Vacancy Form**

Once the new vacancy form is open, enter the relevant information:

- Select the department
- Enter or select the job title
- Select whether it is a temporary or permanent vacancy
- If it is a temp vacancy then select a temp desk to add it to.

If your agency is set up to use the vacancy wizard it will open at this stage and you will be prompted to enter relevant information and click through the screens. The vacancy form will then be created showing the relevant views depending on the type of vacancy (perm/temp/contract/shifts).

If the vacancy wizard is not set up, the vacancy form will open straight away and you should add the relevant information eg:

- Expand the Dates section and check the Start Date and End Date.
- Enter the notes into the top right section.
- Make a Contact Event to record how the vacancy was received. If you originally added the vacancy from a contact event this contact event will be saved against the vacancy already.

### **Temp Vacancies**

Select the Rate Scheme or enter the rates manually if they are not available in the drop down



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selection. Add AWR rates if you have them at this stage and they are not already written in the rate scheme. See AWR Vacancy view for more details.

Vacancy screens							
Position	Position or Job Title						
No. of Posts	The number of posts needed to fill this vacancy						
Their Ref / PO Number	The Reference of Purchase Order from the client. Will also control how timesheets are grouped on invoices. If this is entered after a Placement has been made, the Placement must also be updated, as it will have picked up blank fields						
Dates	Expand and enter the Start date and, as appropriate, Finish date and Expiry date. These can be edited at any time						
Salary	For Perm vacancies - add the base salary rate. For a range use the Questionnaire Item below for max salary						
Pay/Charge	For Temp vacancies - this will be filled from the Rates tab						
Status/Codes	Shows the state of the vacancy, internal reference and field for a Contract ref. Expand to change or edit						
Department/Consultant	Shows the Department, Consultant and Temp Desk (if appropriate) that the vacancy is connected to						
Notes	Use the notes field on the top right to enter the main information about the vacancy, so it is instantly visible						

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