



Searching for Vacancies from a Candidate record

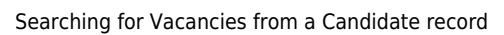
If your agency works from the point of view that your candidate provides details of the type of work they would like and you match them to open vacancies (rather than starting with the vacancy and matching available candidates) you can do this using the search button when you are in a candidate record.

The screenshot shows the iqx candidate record for Kallvin Andrade. The 'Search' button in the top toolbar is highlighted with a red box. The interface includes a left sidebar with tabs like 'Terms', 'Contact Events', 'Get in Touch', 'Diversity', 'Shifts', 'Shift Progress', 'Availability', 'Requirements', 'CV', 'Questionnaire', 'Notes', '2nd Notes', 'Reference', 'History', 'Progress', 'Company SCD', 'Placements', 'Accounts', and 'Compliance'. The main area displays candidate details such as Name, Division, Grade, and a calendar view for availability.

This will launch the search wizard. On the first screen it will default to the logged in users department, whether they are temp or perm and desk type although these can be amended by using the drop down menus. If your default desk type is a shift desk then you can select between All shifts or Future shifts.

The screenshot shows the 'Search for Vacancies' wizard. It prompts the user to 'Select department and vacancy type and press Next'. The 'Department' dropdown is set to 'Human Resources', 'Vacancy Status' is 'Current', and 'Desk Type' is 'Weekly Shift'. The 'Future Shifts' checkbox is checked. The 'Next >' button is highlighted.

Any requirements that have been added on the candidates record will appear on the next screen, it is also possible to add additional criteria. For more information on candidate requirements see [Requirements](#).



The final screen will display the results for the search where you can shortlist the candidate, view the location of the vacancies on a map (2.21.11+), send a notification to the candidate or expand the vacancy record.

Search for Nursing Visits

Review the search result and find any you wish to short list

Product	Company	Time	Consultant	Start Date	End Date	Start Loc
HCA Band 2 Gap	S Line	11	SHLLEY	1902/2020		
HCA Band 2 1403	S Line	11	SHLLEY	1903/2020		
HCA Band 2	ABC Contract Services Norfolk	11	SHLLEY	1903/2020		
HCA Band 2ND	Shelley Group	11	SHLLEY	1201/2020		
HCA Band 2 Gap	S Line	11	SHLLEY	1903/2020		
HCA Band 2 PNB	S Group P.E.	11	YMS	1503/2020		
HCA Band 2	Applus Personnel Services	11	SHLLEY	1903/2020		
HCA Band 2	Sumner Industries	11	SHLLEY	2004/2020		
HCA Band 2 Regional	S Line	11	SHLLEY	1903/2020		
HCA Band 2	Adhena Partners LLP	11	SHLLEY	2003/2020		
HCA Band 2B	Shelley Group	11	SHLLEY	1201/2020		
HCA 2	GB	11	SHLLEY	2001/2017		
HCA Band 2	AMR Recruitment	11	SHLLEY	1201/2020		
HCA Band 2	Shelley Group	11	SHLLEY	1902/2020		
HCA Band 2	GB	11	SHLLEY	1902/2020		

Count: 80000 Export Total: 80000 Short List Check Match Visiting Requirements Previously Worked Only Map

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