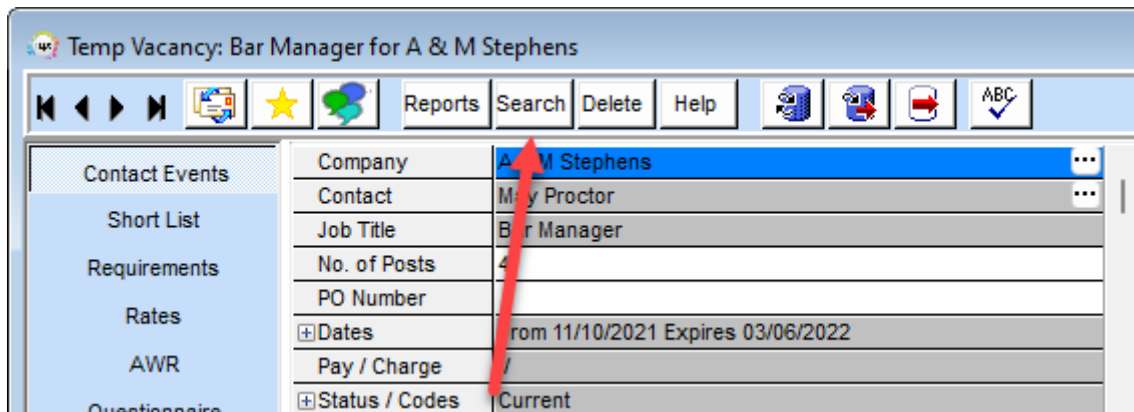




## Search for Candidates to Shortlist to a Vacancy

Once the basic vacancy information and requirements have been added you can **Search** for candidates:



- Click on the **Search** button. This opens a search wizard.
- The department to be searched is the one the vacancy belongs to. Select whether you want to search for **temporary** or **permanent** candidates, what **state** and if you only want to search your **Temp Desk**.
- Click on the **Next** button. If there are any **Requirements** set in the vacancy requirements, they are displayed. You can add more using the **Criteria** button. It only finds candidates with a matching skill set in their questionnaire.



- Click on the **Next** button. A list of matching candidates is displayed.
- Tick directly to select any candidates you wish to shortlist without expanding records.
- **Expand** to look view the candidate's full record. It will open on the availability tab, click on another tab if you want to view other areas of the candidate's record.
- Use the video buttons to scroll through the records, F2 to create a contact event, SELECT button to shortlist them. Once you have worked through all the records, closing down will take you back to the search results list with any selected ones ticked.



Temp Vacancy: Bar Manager for A & M Stephens

Search for Applicants

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

Applicant	Consultant	Availability	Salary	Alert	Prty	Short List
Saffron Aguilar	VHS	100 %			5	<input checked="" type="checkbox"/>
Brooklyn Alexander	VHS	100 %			5	<input checked="" type="checkbox"/>
Erin Alexander	VHS	100 %			5	<input type="checkbox"/>
Vinnie Ali	VHS	100 %			5	<input type="checkbox"/>
Annalise Allison	CATHERINE	100 %			5	<input type="checkbox"/>
Arya Andersen	VHS	100 %			5	<input type="checkbox"/>
Lyra Anderson	VHS	100 %			5	<input checked="" type="checkbox"/>
Brooklyn Armstrong	VHS	100 %			5	<input type="checkbox"/>
Jonathan Arroyo	CATHERINE	100 %			5	<input checked="" type="checkbox"/>
Theodore Atkins	REGISTER	100 %			5	<input type="checkbox"/>
Kelsey Baldwin	VHS	100 %			5	<input type="checkbox"/>
Jack Barker	VHS	100 %			5	<input type="checkbox"/>
Alicia Barr	VHS	100 %			5	<input type="checkbox"/>
Ashleigh Barrett	VHS	100 %			5	<input checked="" type="checkbox"/>
Lenny Barrett	VHS	100 %			5	<input type="checkbox"/>
Marcus Bean	VHS	100 %			5	<input type="checkbox"/>
Kyle Beasley	VHS	100 %			5	<input type="checkbox"/>
Peter Becker	VHS	100 %			5	<input type="checkbox"/>
Bruno Beltran	VHS	100 %			5	<input type="checkbox"/>
Sami Berg	CATHERINE	100 %			5	<input type="checkbox"/>
Shaun Blackwell	STEVE	100 %			5	<input type="checkbox"/>
Prince Blair	VHS	100 %			5	<input type="checkbox"/>
Theodore Booth	VHS	100 %			5	<input type="checkbox"/>
Aleeza Bowen	VHS	100 %			5	<input type="checkbox"/>

Count Expand Tick Invert Cross Match Prev. Employees Only Place Map Withheld Exclude < Back Finish Cancel

- **Finish** button will take you back to the vacancy short list for further action.
- An instant placement can be made with the **Place** button.

2.22.9+ As well as being able to manually tick candidates there are now some ways to bulk tick candidates - you can select based on number or on candidate state.

See also

When building a search, you can put the criteria on the left or right hand of the screen.

How do I build a search in IQX that has TWO (or more) variables? .

There is the blank grey square button immediately to the left of every criteria.

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