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Vacancy Records

Temporary vacancies are added from the Temp Desk, a company contact within the company record or a Contact Event to a Company Person.

Permanent vacancies are added from the Company record or a Contact Event.

The Vacancy Selector is for working on existing vacancies.

Current vacancies can easily be viewed in Desktop or Temp Desk.

How to

- 3.1 Find a vacancy
- 3.2 Enter main information
- 3.3 Contact Events
- 3.4 Entering rates
- 3.5 Requirements
- 3.6 Questionnaire
- 3.7 Search for candidates
- 3.8 Short List
- 3.9 Adding a specific Person to the Short List
- 3.10 How to contact candidates about a Vacancy
- 3.11 How to send CVs to a Company Person
- 3.12 How to arrange interviews for a vacancy
- 3.13 How to change the Progress State or Action Date for a group of Candidates
- 3.14 How to confirm the successful candidate/s and the consequences Placement
- 3.15 Notes
- 3.16 Site details
- 3.17 Miscellaneous
- 3.18 Placements
- 3.19 Timesheets
- 3.20 Diary
- 3.21 How to add shifts to a vacancy
- 3.22 How to edit shifts
- 3.23 How to fill shifts for a vacancy
- 3.24 How to confirm shifts
- 3.25 How to delete an empty shift
- 3.26 How to cancel a filled shift
- 3.26b How to cancel multiple shifts
- 3.26c How to cancel shifts in bulk
- 3.27 How to complete/finish a vacancy
- 3.28 How to Send a location map using a contact event
- 3.29 Posting job adverts to Broadbean



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