



# Copy Short List

The Copy Short List button allows you to search for other vacancies from which to copy the short list.

From your vacancy short list, use the Copy Short List button. This will open up a new form.

Find the vacancy you wish to copy the short list from.

You can find the vacancy by reference number, or by searching using relevant fields (Division, Department, Client Keyname, Entry Date, Temp/Perm or Position.)

The results will be shown in the bottom left of the form, with the short listed candidates for the selected vacancy on the right side of the form.

Copy Short List - Nursery Nurse for Unity College

Enter Vacancy Our Ref. or select from drop downs to search

Vacancy Our Ref.

Search Close Help

Division:  Client (keyname):  Entry Date:

Department:  Employment:  Position:

Vacancy Candidate Tick All Invert Clear Add to Short List

Job Title	Entry Date	Temp	Client
Classroom Assistant	18/09/2011	<input type="checkbox"/>	Barden Primary School
Deputy Head Teacher	20/09/2011	<input type="checkbox"/>	Barden Primary School
Receptionist	09/01/2013	<input type="checkbox"/>	Barden Primary School
Testing hours	04/12/2012	<input type="checkbox"/>	Barden Primary School
Y7 Advanced Cover Sug	18/09/2011	<input type="checkbox"/>	Barden Primary School

Selected	Name	Availability	Alert
<input type="checkbox"/>	Miss Andrea Adamson	100 %	pack sent last week not returned
<input checked="" type="checkbox"/>	Miss Vanessa Adams	100 %	mailchimp
<input type="checkbox"/>	Mr Robert Akers	100 %	
<input checked="" type="checkbox"/>	Miss Mahfuza Akhtar	100 %	
<input type="checkbox"/>	Miss Sabine Adigun	100 %	pack sent Monday, returned Wed
<input type="checkbox"/>	Mr Derek Tinker	100 %	

You can view the selected vacancy or candidate record in full using the Vacancy / Candidate buttons.

Select the candidates you want and click Add to Short List.

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Back to [Vacancy Records](#)

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