Company record - Adding a vacancy

Relates to:
Client search form → Clients form → vacancies tab

Note: This is where you add **permanent** vacancies. You would normally enter **temporary** vacancies from the **Temp Desk**.
Click on the **Vacancy** option on the left hand side of the screen to go to the vacancy view.

- Click on the **Add** button.

The New Vacancy Registration wizard screen is displayed.

- Select the **department**, **source**, **position** and whether it is a permanent or temporary vacancy. Normally you would only select **Permanent**.
- Click on the **OK** button.
- This opens the vacancy record where you enter the required information.
- Click on the **Save and Close** button to return to the **open company** record.

Note:

You can also add new vacancies through the **Temp Desk** or from a **contact event** to the client contact.

Back to Online User Guides
back to How to .....