



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.

Temp Vacancy: another for ABBA Ltd

Navigation: Reports, **Search**, Delete, Help, Change Dept

| | | |
|----------------|-------------------|---|
| Contact Events | Company | ABBA Ltd |
| Short List | Company Alert | Hi |
| Requirements | Contact | Parvinder Balou |
| Rates | Job Title | another |
| Diary | No. of Posts | 1 |
| Shifts | PO Number (th... | |
| Shift Progress | Dates | From 21/10/2013 |
| AWR | Pay / Charge | / |
| | Status / Codes | Current / Our Ref: 2076 |
| | Dept./Desk/Co... | Health / Health - shifts desk / BARBARA |
| | Client Department | |

- 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.



Temp Vacancy: another for ABBA Ltd

Search for Candidates

Enter/Amend Search Requirements

☐ Skill Area: Home support

☐ Clearance Status:

Searchable Criteria

- Right to Work
- Computer Skills
- Blank timesheet method
- Person Q'aire
 - Do not mailmerge UNTIL
 - Sub question
 - Location Zone
 - Emergency Contact Details
 - Driving Licence
- CLEARANCE
 - Clearance Status
 - Reg form received
 - Date Cleared
 - Date Recleared
 - Face to Face Interview
 - TOE Received Date
- Marketing Bulletin
- CRB
- ID

[Criteria](#) [Hints](#) [Clear](#) [< Back](#) [Next >](#) [Cancel](#)

- 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.



Temp Vacancy: another for ABBA Ltd

Search for Candidates

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

| Candidate | Consultant | Availability | Postcode | Alert | Prty | Short List |
|---------------------|------------|--------------|----------|-------|------|-------------------------------------|
| Eleanor Ryman | VHS | 100 % | TD12 4RH | | 5 | <input type="checkbox"/> |
| Matloob Abdulla | BARBARA | 100 % | EH11 9JW | | 5 | <input type="checkbox"/> |
| Eunice Agymang | DEMO | 100 % | EN3 7TS | | 5 | <input type="checkbox"/> |
| Manoel Araujo | VHS | 100 % | CV31 1PD | | 5 | <input checked="" type="checkbox"/> |
| Parvinder Balou | VHS | 100 % | CV2 1RR | | 5 | <input checked="" type="checkbox"/> |
| Ezekiel Banton | VHS | 100 % | N16 | | 5 | <input type="checkbox"/> |
| James Daniel Barton | VHS | 100 % | CV31 2PE | | 5 | <input type="checkbox"/> |
| Jason Grant Heath | VHS | 100 % | LE2 6ND | | 5 | <input type="checkbox"/> |
| Annabelle Johnson | BARBARA | 100 % | | | 5 | <input type="checkbox"/> |
| Eleanor Ryman | BARBARA | 100 % | 7894E857 | | 5 | <input type="checkbox"/> |
| Simon Alderman | VHS | 0 % | OX26 6YG | | 5 | <input type="checkbox"/> |
| Brian Baker | VHS | 0 % | CV34 5XT | | 5 | <input type="checkbox"/> |

Count **Expand** Tick All Invert Cross Match Place Save and Continue Withheld Exclude < Back Finish Cancel

- **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.



The screenshot displays the iqx software interface. At the top, a window titled "Temp Vacancy: another for ABBA Ltd" shows a "Search for Candidates" section with a table of results. The table has columns: Candidate, Consultant, Availability, Postcode, Alert, Pity, and Short List. The first row shows "Alexandra Poppy Abbott" with Consultant "VHS", Availability "100 % TD12 4RH", and a checked box in the "Short List" column. Below this, a detailed view of Alexandra Poppy Abbott is shown. The left sidebar contains a navigation menu with options like Temp, Contact Events, Get in Touch, Diary, Shifts, Shift Progress, Availability, Requirements, CV, Questionnaire, Notes, Other, Reference, and History. The main area displays candidate details: Name (Alexandra Poppy Abbott), State (Current), Available From (08/10/2014), Personal (Male 67), Home Phone (01890 883 900), Day Phone, Mobile, E-mail (barbara@iqx.co.uk), Payroll Email, and Social Media. The right sidebar shows a list of criteria with checkboxes, including Health (Perm+Temp), Health, HCA, Elderly, Home support, Work Permit, Word Basic, Powerpoint Basic, and a "Do not mailmerge ..." option. At the bottom right, there are buttons for "Edit/Print CV", "Delete CV", "Archive CV", and "Publish to Web".

- **Finish** button to return to the updated vacancy for further contact.
- An instant placement can be made with the **Place** button.

See also

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

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

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

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