



## Search for Candidates to Shortlist to a Vacancy

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

Temp Vacancy: another for ABBA Ltd

Navigation: [Back] [Forward] [Home] [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	

- Click on the **Search** button. This opens a search wizard.

Department	Health
Permanent Candidates	<input type="checkbox"/>
Temp Candidates	<input checked="" type="checkbox"/>
Candidate Status	All Current
Candidate Status 2	All Current
Candidate Status 3	All Current
Candidate Status 4	All Current
Temp Pool Members Only	<input type="checkbox"/>

- 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 search results. The table has columns: Candidate, Consultant, Availability, Postcode, Alert, Pity, and Short List. The first row shows "Alexandra Poppy Abbott" with 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 including Name, State, Available From, Personal information, Home Phone, Day Phone, Mobile, E-mail, Payroll Email, Social Media, Headline, Alert, Reg. Departments, Dept. Questionnaire, Skill Area, Right to Work, Computer Skills, Blank timesheet met..., and a note about mailmerge. The bottom right of the detailed view has buttons for "Edit/Print CV", "Delete CV", and "Archive CV", along with a checkbox for "Publish to Web".

- **Finish** button will take you back to the vacancy short list for further action.
- 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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Back to [Vacancy Records](#)

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