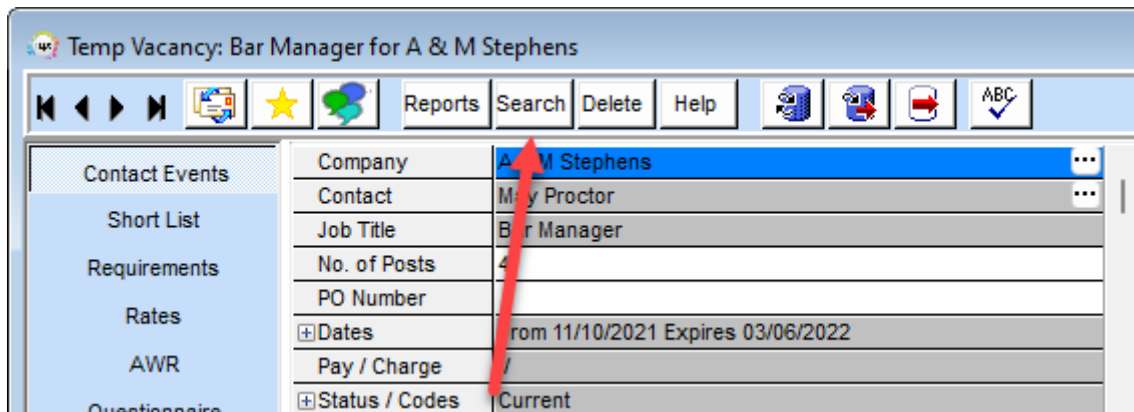




Search for Candidates to Shortlist to a Vacancy

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.
- 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.



- 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.
- **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.



Temp Vacancy: Bar Manager for A & M Stephens

Search for Applicants

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

| Applicant | Consultant | Availability | Salary | Alert | Prtly | Short List |
|--------------------|------------|--------------|--------|-------|-------|-------------------------------------|
| Saffron Aguilar | VHS | 100 % | | | 5 | <input checked="" type="checkbox"/> |
| Brooklyn Alexander | VHS | 100 % | | | 5 | <input checked="" type="checkbox"/> |
| Erin Alexander | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Vinnie Ali | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Annalise Allison | CATHERINE | 100 % | | | 5 | <input type="checkbox"/> |
| Arya Andersen | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Lyra Anderson | VHS | 100 % | | | 5 | <input checked="" type="checkbox"/> |
| Brooklyn Armstrong | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Jonathan Arroyo | CATHERINE | 100 % | | | 5 | <input checked="" type="checkbox"/> |
| Theodore Atkins | REGISTER | 100 % | | | 5 | <input type="checkbox"/> |
| Kelsey Baldwin | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Jack Barker | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Alicia Barr | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Ashleigh Barrett | VHS | 100 % | | | 5 | <input checked="" type="checkbox"/> |
| Lenny Barrett | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Marcus Bean | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Kyle Beasley | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Peter Becker | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Bruno Beltran | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Sami Berg | CATHERINE | 100 % | | | 5 | <input type="checkbox"/> |
| Shaun Blackwell | STEVE | 100 % | | | 5 | <input type="checkbox"/> |
| Prince Blair | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Theodore Booth | VHS | 100 % | | | 5 | <input type="checkbox"/> |
| Aleeza Bowen | VHS | 100 % | | | 5 | <input type="checkbox"/> |

Count Expand Tick Invert Cross Match Prev. Employees Only Place Map Withheld Exclude < Back Finish Cancel

- **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

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

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

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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