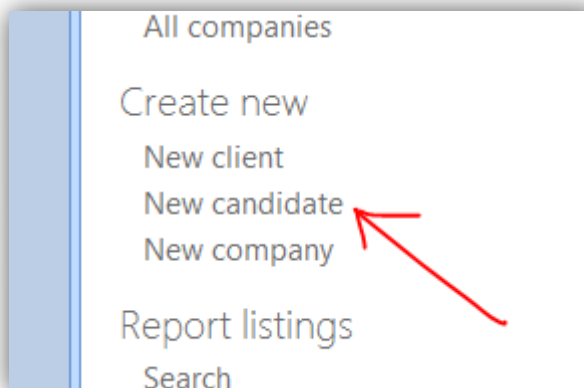# How do I create a candidate record?
(Without a CV method)

If you wish to create a new candidate record but do not have a CV to import or attach at this stage then use the instructions in this help guide to create the new record. You can always add a CV to the record at a later date if you wish.
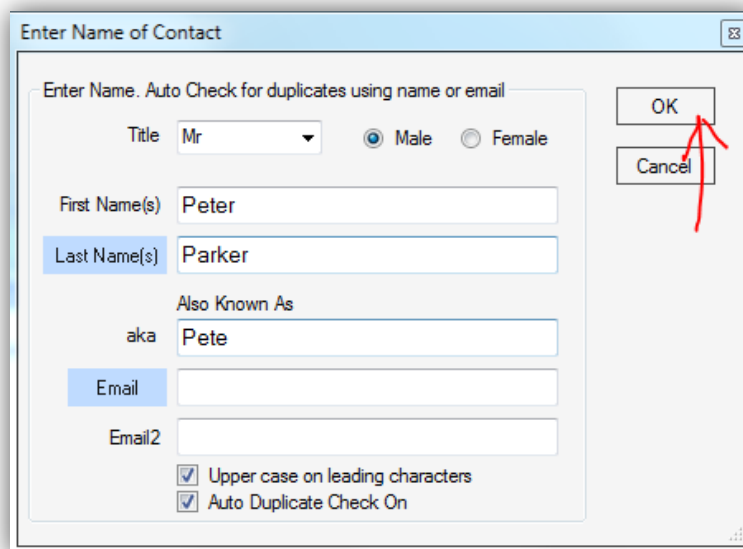
1. From the main menu in Recruit Studio, click 'New candidate'.

2. Fill in the name of the candidate and any other information you can at this stage.
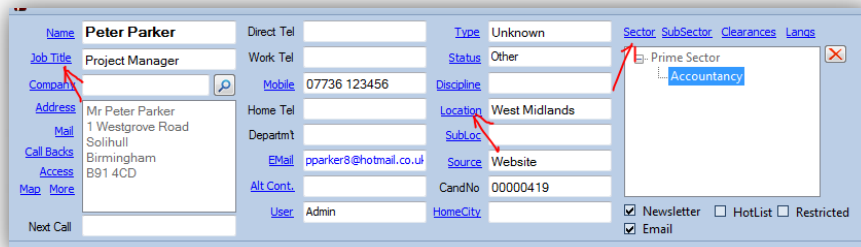
   Use the 'Last Name' button to check if this candidate already exists if you wish.
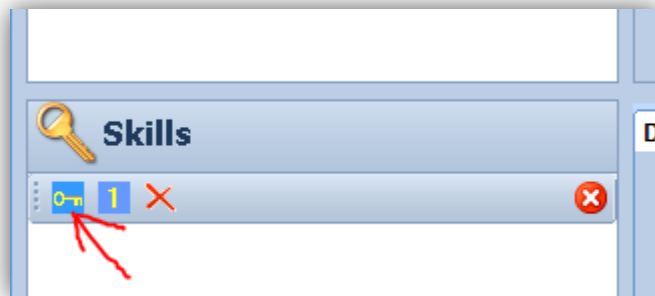
   Click 'Ok' when finished.

3. Work through the personal information panel filling in as much detail as you can.

   Even if you do not know much about the candidate at this stage, it is well worth filling in at least their sector, any sub-sectors, location, source and discipline as these fields all help to find the candidate later.

4. If you know of any key skills relating to the candidate you can enter them manually. On the key skills panel, click the key icon...
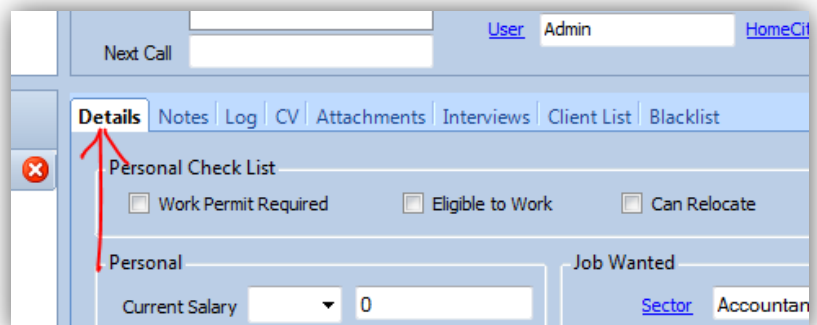

5. Look through your appropriate lists and drag any skills that are relevant over to the 'Selected' panel.

    Alternatively search for skills using the search box at the bottom of the window.

    Click 'Ok' when finished and the skills will be added to the Key Skills panel.
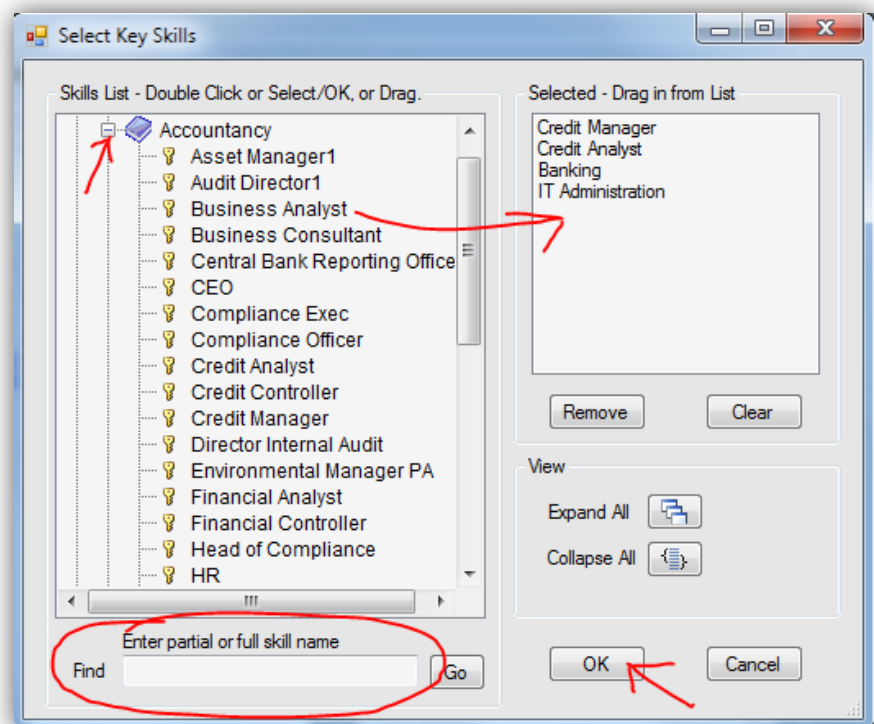
6. Move to the 'Details' tab in the main part of the record and fill in as much info as you can.

7. Many of these fields can be populated from menu choices (where the label is a blue button) or they are easy to fill in such as NI numbers.

8. You may like to make some notes on the candidate in the 'Notes' tab.

   Enter a date/time/user stamp on the notes by right-clicking and choose from the menu.

9. When you have finished populating the record as much as you can, close it and answer 'Yes' to the question about saving the changes.