

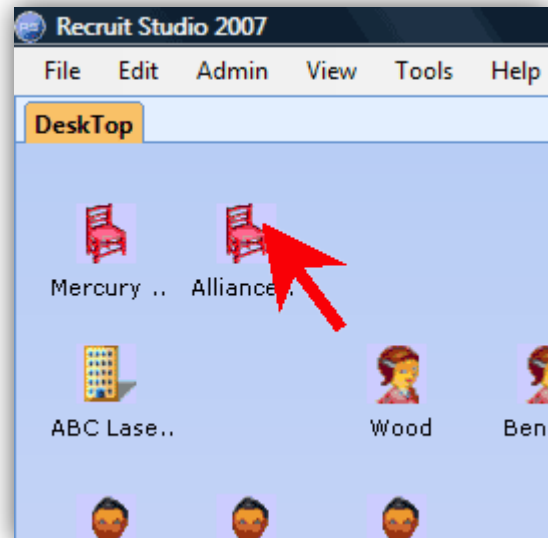
Find candidates for a vacancy

Learn the easiest, fastest way to do find candidates for your new vacancy using Search & Mailings.

So, you have a vacancy to fill and you need to find candidates quickly. You need to run a search for candidates based on the attributes of the role. Doing this in Recruit Studio is surprisingly simple as it does most of the work for you.

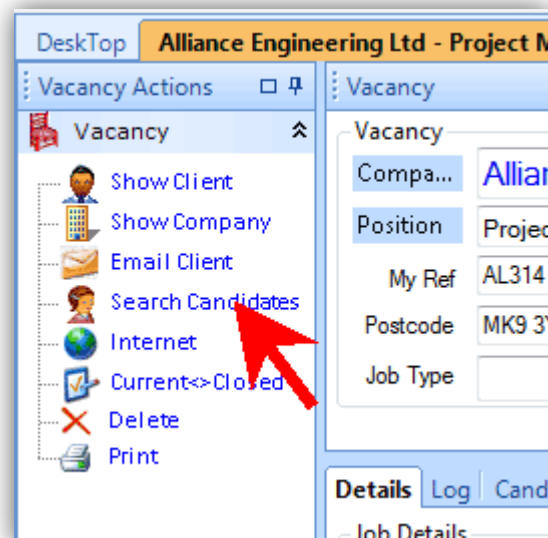
1. Open the vacancy record.

It might help if you keep it on your desktop so you can get to it quickly.



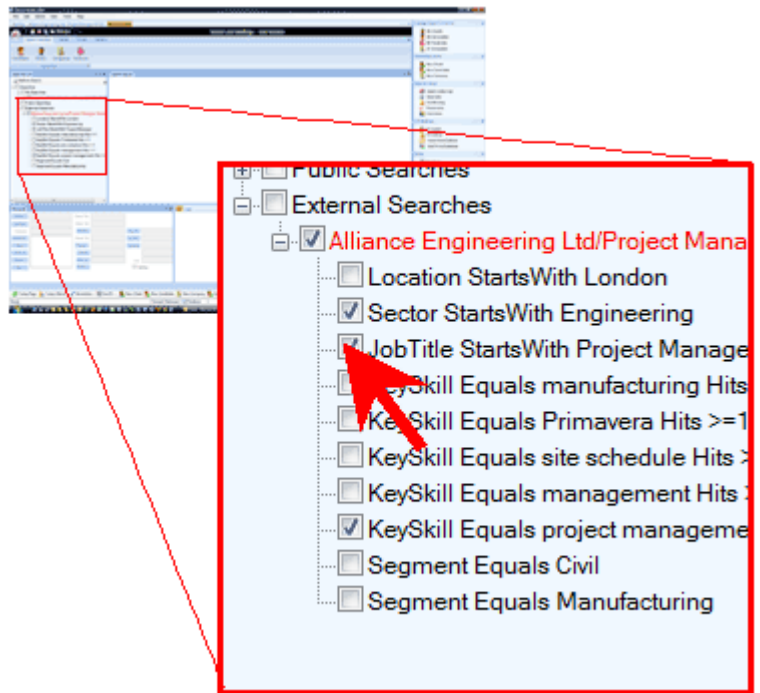
2. In the vacancy, click Search Candidates on the actions panel on the left of the screen...

... to send the vacancy to Search & Mailings where you can run a search for candidates based on the criteria for the role, such as key skills.

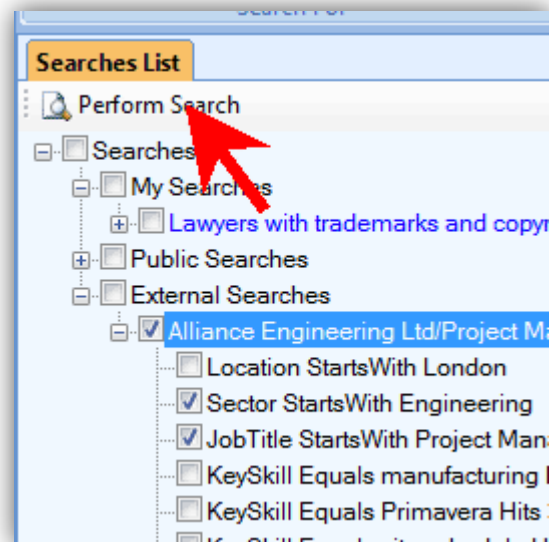


3. Choose which search criteria you want candidates to have.

You don't have to choose them all if you don't want to and you can go back and add more later if you wish.

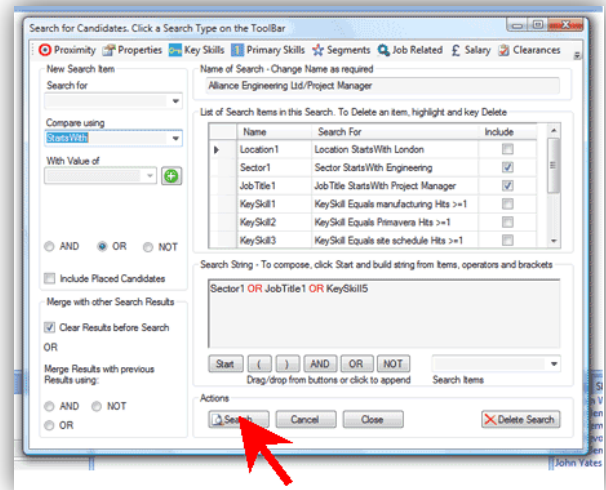


4. Highlight the search title and click Perform Search.



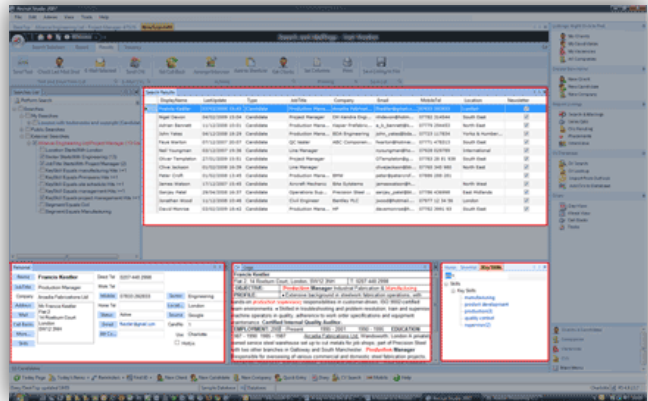
- This opens the search window so you can review the search and make any changes. Click the Search button when you are ready.

You might like to change the OR operators to AND for instance. Take a look at the video tutorial [“Search & Mailings: Part 2”](#) for help on this.



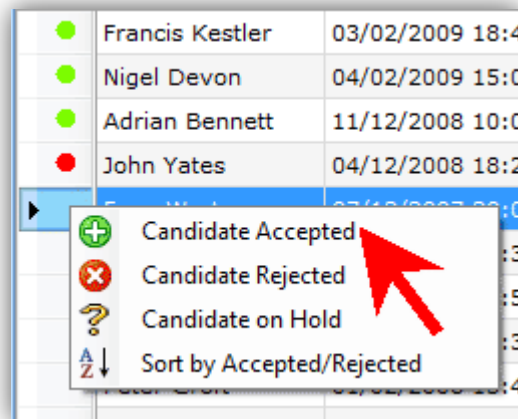
- The search results are shown in the panel.

Click on a row to display a mini-record, CV, log and key skills for the candidate.



- Work through the list and choose who may be suitable for the vacancy. Right click for more options.

Choose a green dot if the candidate may be suitable or a red dot if you think they will not be suitable.

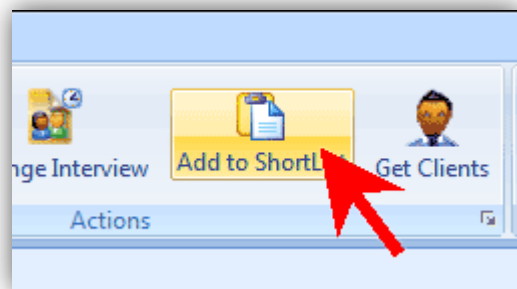


- Now you can shortlist the candidates with green dots for the vacancy. First highlight them...

	DisplayName	LastUpdate
●	Francis Kestler	03/02/2009 18:
●	Nigel Devon	04/02/2009 15:
▶ ●	Adrian Bennett	11/12/2008 10:
●	Tom Yates	04/12/2008 18:
	Faye Warton	07/12/2007 20:
	Neil Youngman	03/12/2007 19:
	Oliver Templeton	27/01/2009 15:

- ... And now click 'Add to Shortlist'.

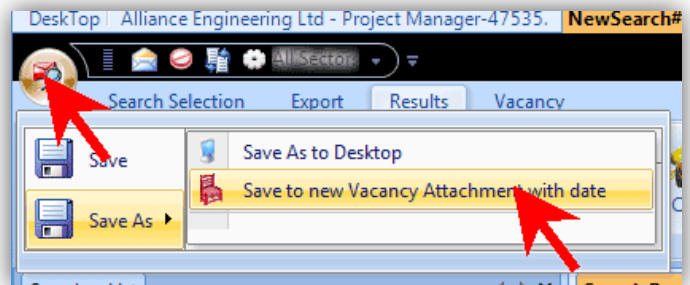
Next time you open the vacancy record again the shortlisted candidates will appear on the Candidates tab.



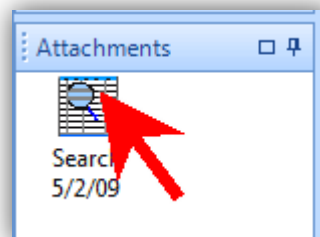
- You can also save a snapshot of the search so you can come back to it later.

It will be saved on the vacancy record with a date stamp.

Click the file menu button and choose 'Save As > Save to new Vacancy Attachment with date'.



- When you open the vacancy the search will be saved in the Attachments panel. Double-click the icon to run the search again.



Now you have a shortlist of candidates you're ready to send their CVs to your client and set up interviews.