How do I create a candidate record for a CV which has been found during a CV Search?

If you run a CV Search and find a CV belonging to a person who is not yet registered as a candidate in your database, you can create one in the CV Search screen. The benefit of this method is that you don't have to spend time creating candidate records when you receive CVs – you can just create one later when the search shows that the CV may be a potential candidate.

1. Run a CV Search (there is a separate help guide on how to do this). Highlight the CV you wish to turn into a candidate record.
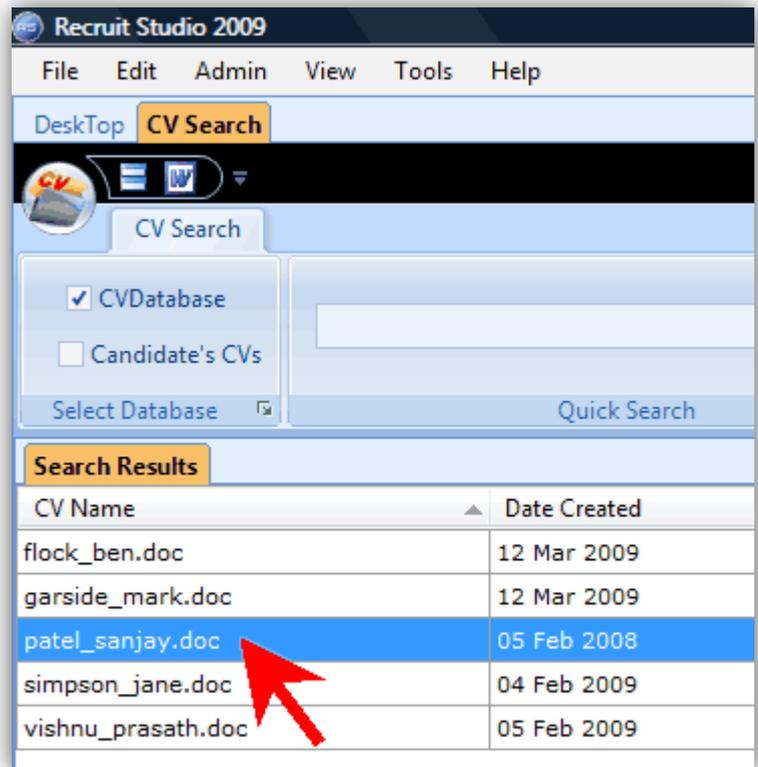
2. Click the 'Create New Candidate' button along the ribbon toolbar.
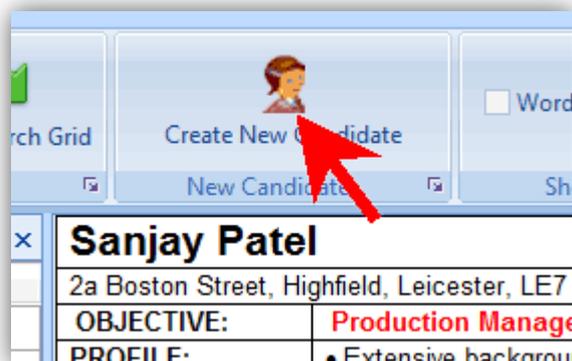
3. Immediately you will be asked to enter the name of the candidate. The CV will be automatically attached to the new record. Continue to create and populate the new record.

To see more on how to populate a new candidate record, read the tips on 'How do I import a CV and create a candidate record in one step?' Apart from the beginning, the steps for populating the record are the same.