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.

 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.

Recip	ruit Stud	dio 2009			
File	Edit	Admin	View	Tools	Help
DeskTop CV Search					
8	CV S	v ⊽ Search			
✓ CVDatabase					
Candidate's CVs					
Select Database 🛛 🛱					Quick Search
Search Results					
CV Name					Date Created
flock_ben.doc					12 Mar 2009
garside_mark.doc					12 Mar 2009
patel_sanjay.doc					05 Feb 2008
simpson_jane.doc					04 Feb 2009
vishnu_prasath.doc					05 Feb 2009

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.