

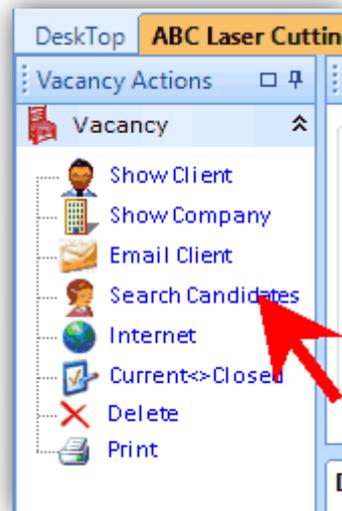
How do I shortlist candidates from a Search & Mailings search

There are several ways to shortlist a candidate for a vacancy, depending on how you approach the vacancy or candidate. The main options available to you are:

- Manually shortlist a candidate in the vacancy record using drag and drop
- Create a shortlist of one or more candidates from a Search & Mailings search
- Shortlist a candidate for a vacancy within the candidate record

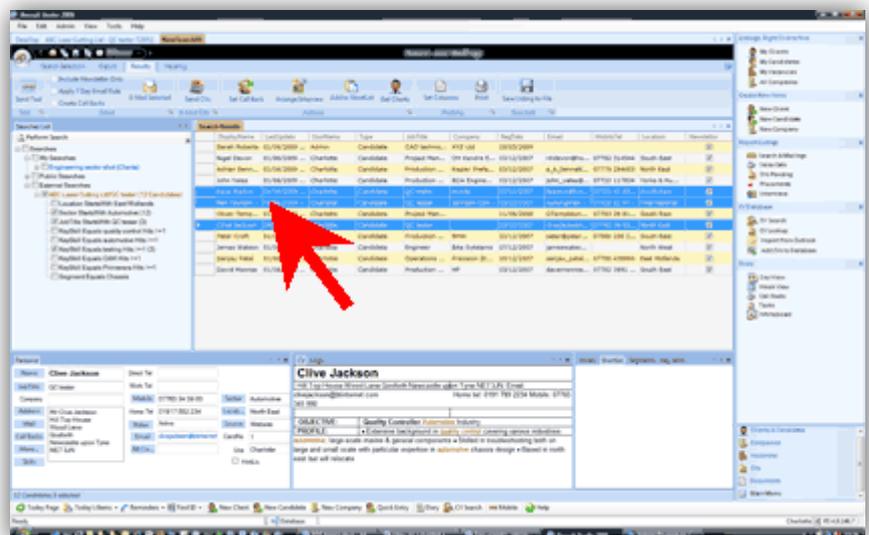
This help guide will show you how to **create a shortlist of one or more candidates from a Search & Mailings search**. It assumes that you have run a search for candidates by clicking 'Search candidates' within a vacancy record.

1. Compose and run the search for candidates by clicking 'Search candidates' on the actions panel of the vacancy record.



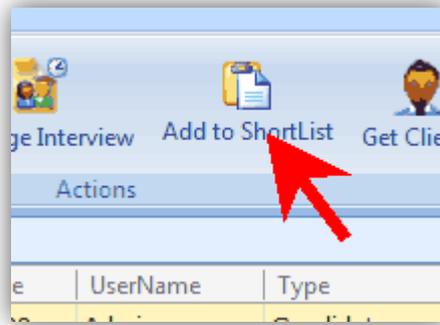
2. When the results appear on the screen, highlight the candidate(s) who you wish to shortlist.

Hold down the Ctrl key on your keyboard to select more than one.

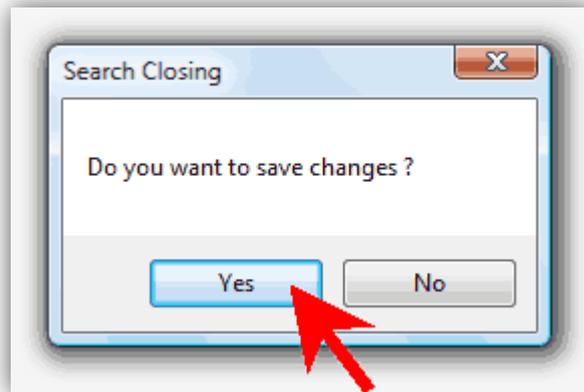


- On the ribbon toolbar click 'Add to shortlist'.

Assuming that you initiated the search from the vacancy record, Recruit Studio will know which vacancy you wish to shortlist the candidates to.

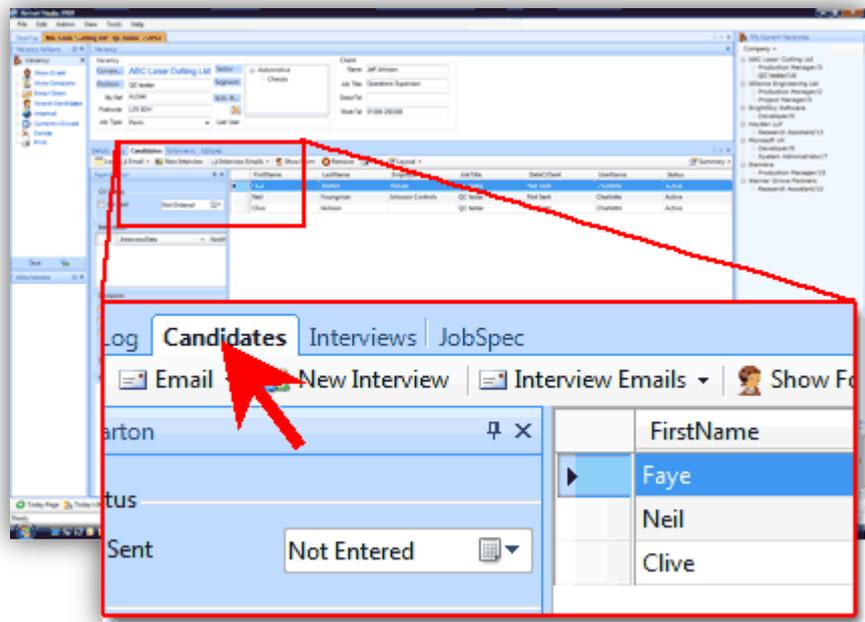


- Close the Search & Mailings screen and save the changes.



- Reopen the vacancy and the shortlist of candidates will appear on the 'Candidates' tab.

You can now send the CVs to the client, arrange interviews and so on.



See also

- How do I shortlist a candidates for a vacancy?*
- How do I shortlist a candidate for a vacancy within a candidate record?*
- Look up a record by name?*
- Search for candidates within a vacancy?*