

Candidates – Individual – Details Tab

Within an individual Candidate record, the Details tab contains all information related to Personal, Employment, Consultant and Checklist details.

Personal Details

Personal details contain data such as Salutation, First Name, Surname and Contact details. Simply tab through the fields and enter the required information, or select the required information from the drop down menus.

Employment Details

The Employment Details tab contains information such as the Country the Candidate wishes to work in, whether or not they will be included in search results on your website (if you have this feature), and details of Qualifications and Skills. Simply tab through the fields and enter the required information, or select the required information from the drop down menus.

Consultant

You are able to remove or add Consultants that are assigned to the Candidate here. Simply click with your mouse to select or deselect.

Checklist

This is your checklist for important Documentation that you require from the Candidate. Simply click with your mouse to select or deselect.