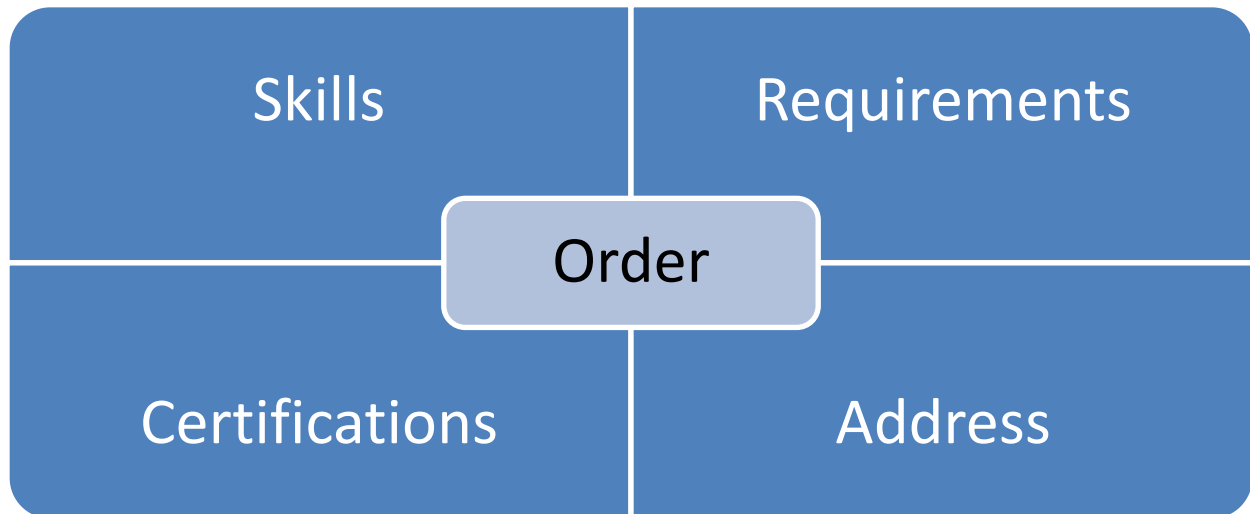


Managing your Candidate List: Temporary Staffing

Setup a Successful Auto Match



Pro Tips

1. Add the Skills, Requirements, Certifications sub menu items to your New Order Wizard so that this information can be captured upon order entry.
2. Use the Add Current Employee button to quickly add the current open Employee Record in the system. Then, if you are looking through employee records and come across someone who would be a good fit, you can quickly navigate to this screen and add that employee.
3. Use the 'Select All' check box to quickly select every candidate on the list.
4. Use the 'Email Candidate Resume' option to quickly send resumes for any candidates on the order to the customer.
5. Update the C-Status list in Admin Tools to ensure the list reflects your candidate management process.
6. In Admin Tools, assign an email template to a C-Status to easily send out an email containing the information found in these columns. When the C-Status is changed to something with a template attached, the system will prompt the user to send out an email.
7. When a message confirmation appears on your screen, it is notifying you that a message should be logged. You should always log the message.
8. Use the End Order Assignment option in the Order Actions Menu to add multiple assignments on an order at one time.