



HOW TO AMEND A CANDIDATE TO PERM, CONTRACT , TEMP ROLE

To amend a candidate to a perm, temp, contract role click on =>
activities=>General=>Add Role

The screenshot displays the Lauratest Arisatest interface. The 'Activities' menu is open, showing a list of actions. The 'General' option is highlighted, and the 'Add Role' option is selected. The 'Add Role' option is circled in red, and a red arrow points to it. The 'General' option is also circled in red, and a red arrow points to it. The 'Add Role' option is also circled in red, and a red arrow points to it. The 'Add Role' option is also circled in red, and a red arrow points to it.

Profile

First Name: Lauratest
Last Name: Arisatest
Consultant: Laura Amin
Team: DefaultTeam
Office: DefaultOffice

HOME

Tel. No.:
Email: laura.arisatest@pe
Address Line 1:
Address Line 2:
City/Town:
County:
Post Code:
[Change Address](#)

INDUSTRY SECTORS

Hotel/Leisure/Restaurant
Administrator

Activities

- Log a Phone Call
- Log a Test
- Send Email
- Send Text
- Import Email
- Job Match
- Insight Match
- Shortlist
- Longlist
- Reject Candidate
- Advert Response
- Create CV
- Send CV On Spec
- Notes
- Search LinkedIn
- Google Person
- Add To Search Result
- General**
- Administrator

General

- Write a Letter
- Leave Message
- Get in Touch
- Add Role**
- Switch to Contact
- Change Status
- Consultant
- Change Team
- Change Office
- Change Region
- Acknowledge CV
- Internal Interview

Candidate Details

Active: 27/11/17
Temp: No
Perm: Yes
Contract: No
App.Acknowledged: No
Bureau ID: 1034396
Pack Status: Ready to Check

Min. Salary:
Min. Rate:
Preferred Hours:
Looking For:
Hot Candidate: ✓

COMMUNICATION HISTORY

Date	Workflow Task	Notes	Recruiter
1/17	Candidate Role Changed	Role changed: Pr...	Laura Amin
1/17	Candidate Role Changed	Role changed: Pr...	Laura Amin

A window will display, select your option=> confirm

(You can even tick all 3 boxes)

