



HOW TO CREATE A PERM JOB

Go on the client page click on the Job icon on the top bar=>New Perm Job

ibistest2

Summary ▾ Activities ▾ [Icons]

Summary

COMPANY INFO		CONTACT DETAILS	
Name	ibistest2	Telephone No	
Client ID	1109897	Address 1	kilburn road
Status	Active	City/Town	
Parent Company	ibis3	Country	
Head Office		Change Address	
Primary Industry/Sector	Hotel/Leisure/Restaurant	Website	
D & B Check		Blacklisted	

Job Actions: New Perm Job, New Temp Job, New Contract Job

Fill all the red boxes with mandatory information=>Confirm

New Perm Job

Head Office		
Client	ibistest2	
Contact/Booked By	laura test1	
Owning Consultant	Laura Amin	
Job Title		
Job Category		
No. Required	1	
Expected Start Date		
Open Since		
Salary From		To
OTE		
Currency		

Job Spec

Name	Description	Size	Type
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Fixed Term	☐
Exclusive	☐
Confidential	☐
Reason for Job	
Job Source	
Recommended By	
Respond Date	
Invoice Point	invoice
Fee %	
Estimated Fee	
Consultant 1	Laura Amin
% Split	100.00
Consultant 2	
% Split	
Consultant 3	
% Split	
Consultant 4	
% Split	
Journal Notes	

Confirm

Cancel

Job will be displayed in the perm's job section

The screenshot shows a web application interface for a user named 'ibitest2'. At the top, there is a navigation bar with a 'Jobs' tab highlighted by a red circle. To its right is an 'Activities' dropdown menu and several icons. Below the navigation bar, the 'Jobs' section is visible, containing a table of 'OPEN JOBS' and 'TEMPORARY' jobs. A dropdown menu is open from the 'Jobs' tab, showing a list of options: Summary, Company Information, Contacts, Jobs, Leads, Financial Information, Time Definition, Parent Info & Requirements, Audit & Invoicing, and Employees, Temps & Contractors. The 'Jobs' option in the dropdown is highlighted with a red arrow. The table below shows job details with columns for 'Start Date' and 'End Date'.

Start Date	End Date
22/01/18	31/0
05/02/18	28/0
02/04/18	20/0

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PERMANENT