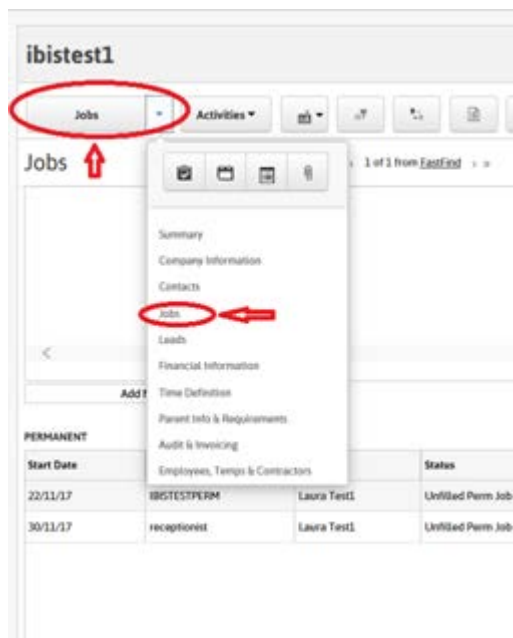




HOW TO MAKE AN OFFER TO A CANDIDATE

To make an offer to a candidate go on the company's page=>Jobs



Click on the Job

The screenshot shows the 'ibitest1' Jobs page. At the top, there are tabs for 'Jobs' and 'Activities'. Below the tabs, there is a section for 'OPEN JOBS' and 'TEMPORARY'. A table with columns 'Start Date', 'End Date', 'Job Title', 'Contact', and 'Status' is displayed. Below the table, there is a button 'Add New Temp Job'. A red arrow points from this button to the first row of the 'PERMANENT' table, which is circled in red. The first row of the 'PERMANENT' table has the following data: Start Date: 22/11/17, Job Title: IBISTESTPERM, Contact: Laura Test1, Status: Unfilled Perm Job.

Start Date	End Date	Job Title	Contact	Status
22/11/17		IBISTESTPERM	Laura Test1	Unfilled Perm Job
30/11/17		receptionist	Laura Test1	Unfilled Perm Job

Click on Shortlist and CV's

The screenshot shows the 'IBISTESTPERM' Summary page. A dropdown menu is open, showing various options. The 'Shortlist & CV's' option is circled in red. The dropdown menu options are: Summary, Job Details, Media Responses, Longlist, Shortlist & CV's, Interviews & Placements, At a Glance, Multi-poster, AdageCentral, Advert Responses, Job Audit, and Fees & Invoicing.

Tick the box => Offer

IBISTESTPERM Permanent Job

Shortlist to CVs Activities

Shortlist & CVs

CANDIDATE SHORTLIST

☒ Date	Candidate	Progress ID No.	Status	Type	Adapt Central	App. So...	Consul...
☒ 15/11/17	Laura Anita	1180312	Under Offer	Permanent Ca...	No		Laura A.

↑

Page 1 of 1

CV'S SENT

- Add
- Remove
- Send CV
- Interview
- Offer
- Acc/Ref Offer
- Place
- Send Job Spec
- Reject

Show on Google Maps