

Quick Start Guide

Copy a Candidate to Another Vacancy

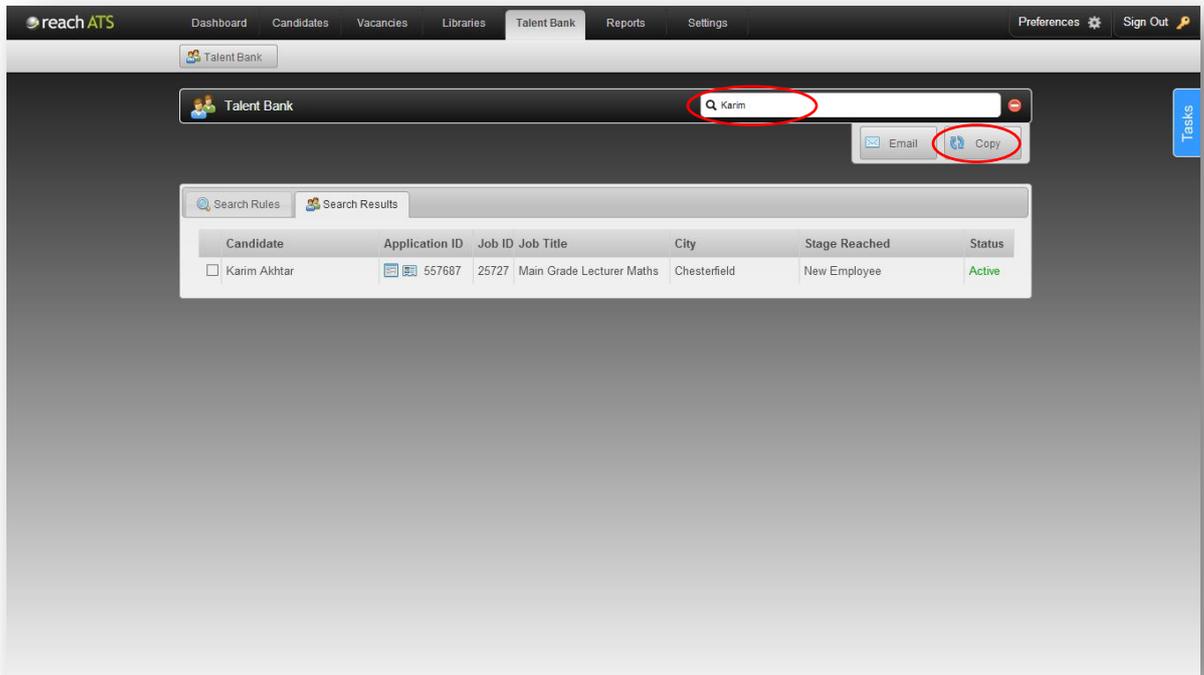
Prepared By: Reach Support



1. Find the Candidate in the Talent Bank

Type the candidate's name into the Quick Search box at the top of the page the press **Enter** on your keyboard.

Figure 1: Find the candidate by typing their name into the quick search bar



Type a word or phrase into the quick search box then **Enter** on your keyboard.

To copy the candidates to a new vacancy:

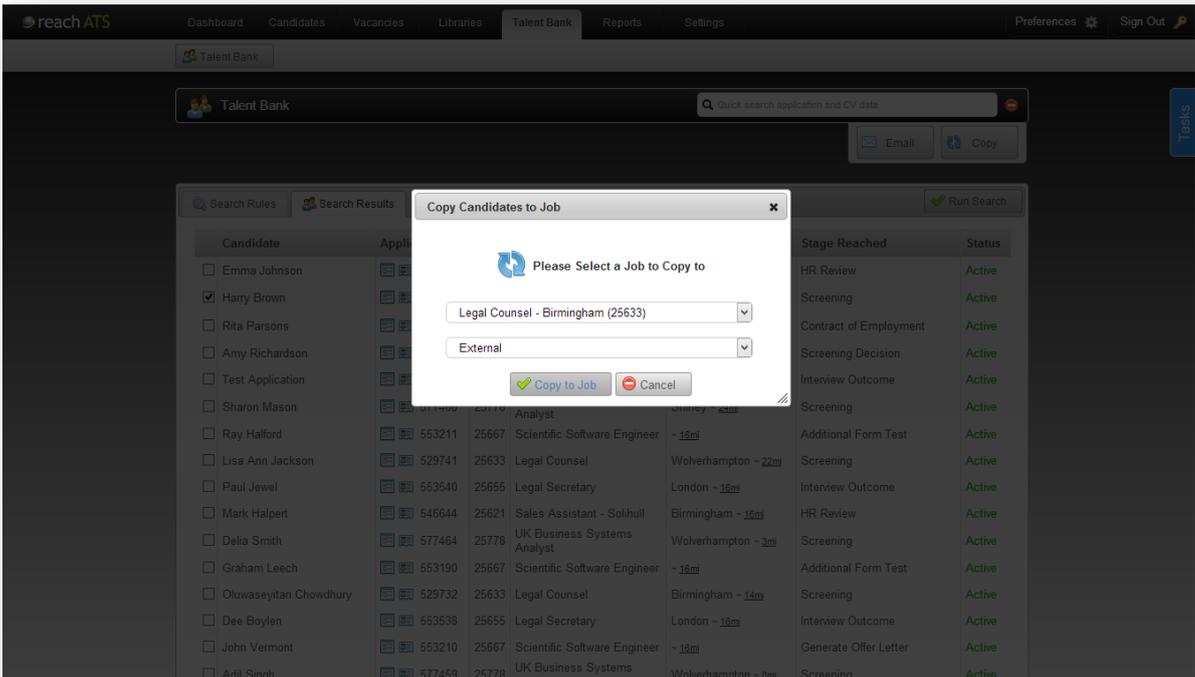
1. Tick the **Checkbox** of candidates to copy
2. Click **Copy**
3. Select a **Job** from the drop down list of live roles
4. Select the appropriate **Workflow** for the candidates to be copied onto
5. Click **Copy to Job**

The candidate will now appear as an incomplete candidate on the new job and will automatically receive an email thanking them for applying for the new job.

The candidate will login to the Candidate Centre and submit their application.

For the candidate's convenience, all previously answered questions will be automatically populated.

Figure 2: Copy selected candidates to a new vacancy



Please note: the candidate’s original application will remain on that vacancy.