

Quick Start Guide

Copy a Candidate to Another Vacancy

Prepared By: Reach Support

Strictly Commercial in Confidence





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

reach ATS	Dashboard Candidates Va	cancies Libraries Talent Bank Reports	Settings	Preferences 🗱 Sign Out 🔎
	😤 Talent Bank			
	🕵 Talent Bank		Q Karim	
	🖂 Email 🚺 Copy			
	🔍 Search Rules 🛛 🖧 Search Re	esults		
	Candidate	Application ID Job ID Job Title	City Stage Reached St	atus
	Karim Akhtar	E 🛒 557687 25727 Main Grade Lecturer Maths	Chesterfield New Employee Ad	tive

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.