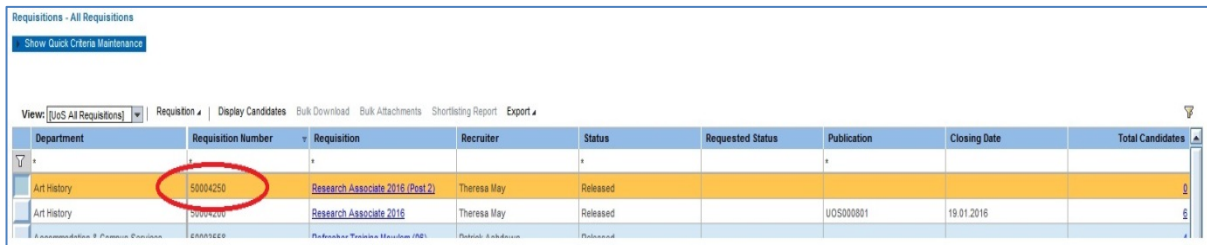


## How to Transfer Candidates Between Requisitions

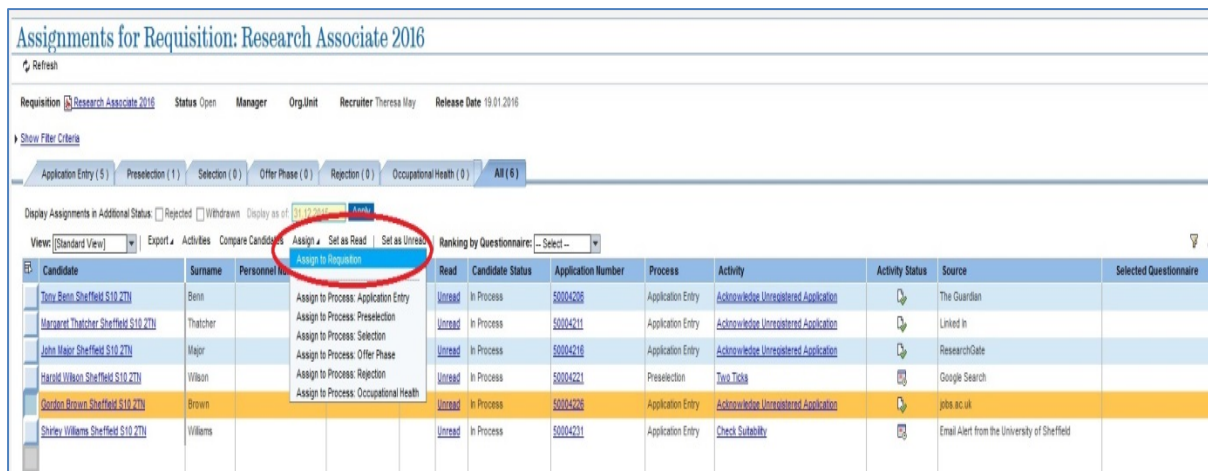
This guide will show you through how to transfer candidates from one requisition to another.

Once the requisition you wish to forward your candidate onto has been approved, make a note of the requisition number.



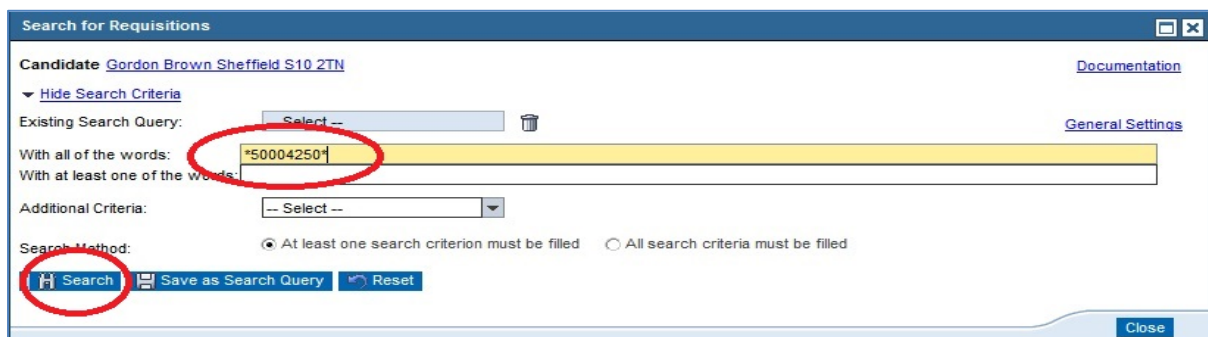
Department	Requisition Number	Requisition	Recruiter	Status	Requested Status	Publication	Closing Date	Total Candidates
Art History	50004250	Research Associate 2016 (Post 2)	Theresa May	Released				0
Art History	50004200	Research Associate 2016	Theresa May	Released		UOS000801	19.01.2016	6

Open up the display candidate overview where the candidate is currently sat and select them. Click Assign button above the table and then Assign to Requisition.



Candidate	Surname	Personnel No	Read	Candidate Status	Application Number	Process	Activity	Activity Status	Source	Selected Questionnaire
<a href="#">Tony Benn Sheffield S10 27N</a>	Benn		<input type="checkbox"/>	In Process	50004206	Application Entry	Acknowledge Unregistered Application		The Guardian	
<a href="#">Margaret Thatcher Sheffield S10 27N</a>	Thatcher		<input type="checkbox"/>	In Process	50004211	Application Entry	Acknowledge Unregistered Application		Linked In	
<a href="#">John Major Sheffield S10 27N</a>	Major		<input type="checkbox"/>	In Process	50004216	Application Entry	Acknowledge Unregistered Application		ResearchGate	
<a href="#">Harold Wilson Sheffield S10 27N</a>	Wilson		<input type="checkbox"/>	In Process	50004221	Preselection	Two Ticks		Google Search	
<a href="#">Gordon Brown Sheffield S10 27N</a>	Brown		<input type="checkbox"/>	In Process	50004226	Application Entry	Acknowledge Unregistered Application		jobs.ac.uk	
<a href="#">Shirley Williams Sheffield S10 27N</a>	Williams		<input type="checkbox"/>	In Process	50004231	Application Entry	Check Suitability		Email Alert from the University of Sheffield	

In the Search for Requisitions box that opens, type in the requisition number and put an asterisk on both sides of the number. This will refine the search to the specific requisition you want to forward the candidate onto. If you search on job title instead of requisition number you can end up with a list of requisitions with the same job title if it's a commonly used title.



Search for Requisitions

Candidate: [Gordon Brown Sheffield S10 27N](#) [Documentation](#)

Hide Search Criteria

Existing Search Query:

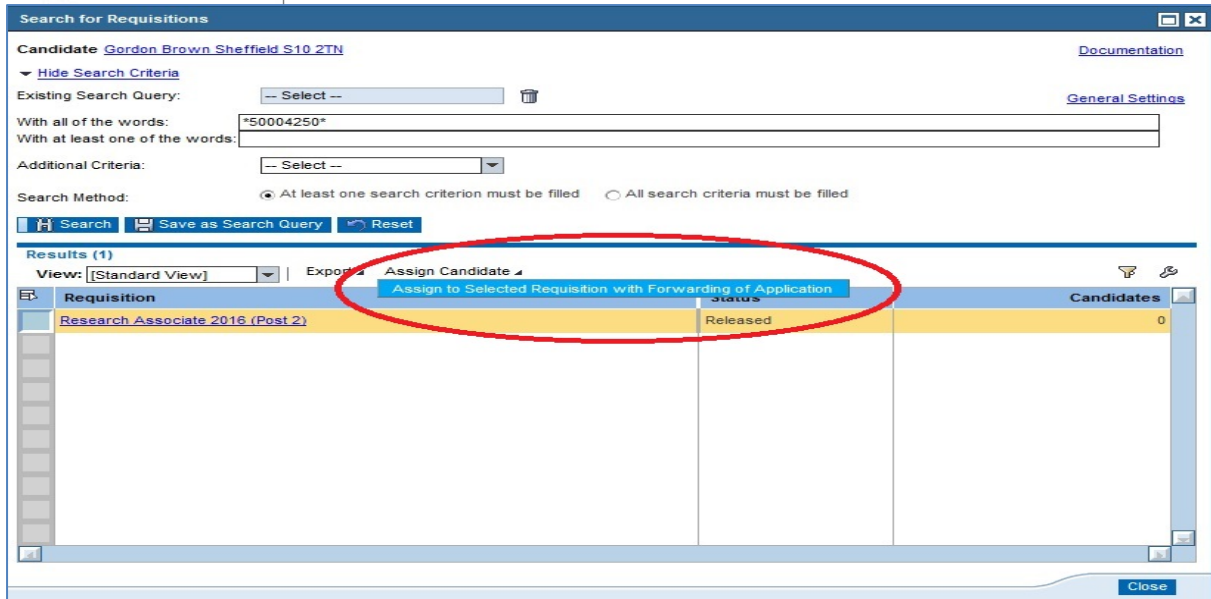
With all of the words:

With at least one of the words:

Additional Criteria:

Search Method:  At least one search criterion must be filled  All search criteria must be filled

Press search and you will be presented with the requisition you wish to forward your candidate onto. Select the requisition then go to Assign Candidate above the table and then Assign to Selected Requisition with Forwarding of Application.



Search for Requisitions

Candidate: [Gordon Brown Sheffield S10 2TN](#) [Documentation](#)

Hide Search Criteria

Existing Search Query:

With all of the words:

With at least one of the words:

Additional Criteria:

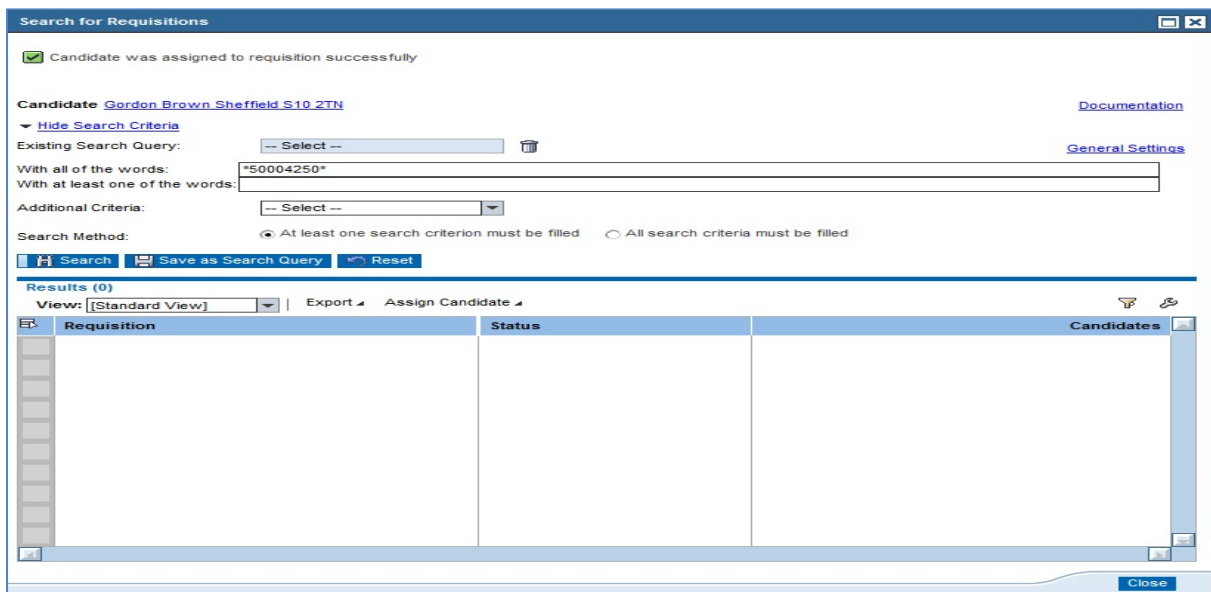
Search Method:  At least one search criterion must be filled  All search criteria must be filled

Results (1)

View: [Standard View] | Export | Assign Candidate

Requisition	Status	Candidates
Research Associate 2016 (Post 2)	Released	0

Once done the requisition will disappear from the list. This means that the candidate has now been forwarded onto that requisition.



Search for Requisitions

Candidate was assigned to requisition successfully

Candidate: [Gordon Brown Sheffield S10 2TN](#) [Documentation](#)

Hide Search Criteria

Existing Search Query:

With all of the words:

With at least one of the words:

Additional Criteria:

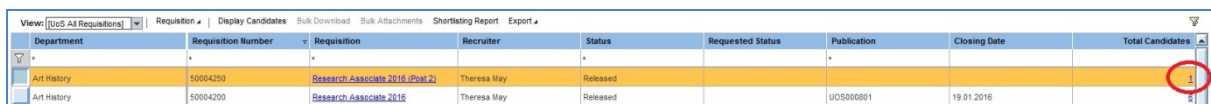
Search Method:  At least one search criterion must be filled  All search criteria must be filled

Results (0)

View: [Standard View] | Export | Assign Candidate

Requisition	Status	Candidates
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If you refresh your dashboard on your home screen you will see that the requisition you have forwarded the candidate onto will now be displaying a value one higher than it did before. This is your forwarded candidate which you can then process through Display Candidates.



Department	Requisition Number	Requisition	Recruiter	Status	Requested Status	Publication	Closing Date	Total Candidates
Art History	50004250	Research Associate 2016 (Post 2)	Theresa May	Released				1
Art History	50004200	Research Associate 2016	Theresa May	Released		UC5000801	19.01.2016	5

It is useful to mention that by forwarding a candidate, their application will still be on the original requisition. You are not moving an application; rather you are copying it across. You still need to process the application on the original requisition before you can close it down by rejecting it on that requisition.