How to create a shortlist of candidates without advertising a job

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When you need to find staff fast, there’s no need to advertise. Search for job seekers and create a shortlist using Find Candidates.
Step 1: Sign In to the jobactive website
To sign into the jobactive website click the Sign in / Register button on the homepage and select Employer

Step 2: Search for candidates and Create List
To make a shortlist of Candidates without advertising a job, click Find Candidates from the top navigation menu in your Dashboard. From the Find Candidates page complete the fields that are relevant to your job, then click the Search button.

You will see a list of potential candidates. Select the Create a job (not advertised) button to create a list of candidates for this specific job. To preview job seekers, click on their name to view their Career Profile. If you like a job seeker, click to add them to your Candidate List for the specific job.
Step 3: Review your shortlist under My Candidates

Once you have created a Candidates list, you can quickly access your shortlist by clicking the dropdown arrow under the Your jobs section on the Find Candidates page. Select a job to display the relevant shortlist you created, then click the Load button.

At the bottom of the page the job you selected from Your jobs list will be displayed. From here you can manage the candidates for this job by clicking the Manage Candidates link.
**Handy tip: Add Candidate**

Not all your candidates will come from the jobactive website. Use the *Add Candidate* feature to add other job seekers that have been referred or recommended to you, including if you have found them on other websites.

For more information about managing candidates refer to guides *The easy way to Shortlist and Review Candidates* and *Employer User Guide.*