

Quick Reference Guide – Recording Hold days against a job (HR Only)

What you need to do	What you will see
STEP 1: Edit the job Within Manage Jobs, click the Edit icon next to the relevant job.	Edit Records 1 to 1 of 1
STEP 2: Change the job status Locate the Status field and update the job from its current status into the status of On hold. Click Save & Exit to return to the Manage Jobs page.	Select Select Current recruitment Pending Approved Active Sourcing Screening Interviewing Interviewing Interviewing Reference Checking Offer Suspended Requisition rejected On Hold Mon current recr
STEP 3: Remove On hold job status Locate the Status field and update the job from its On hold status into the current status the job should be on (e.g. if the job was on sourcing before the hold period, change the status to Sourcing). Click Save. The Edit hold days window will	Hold start date:* dd mmm yyyy Hold end date:* dd mmm yyyy * * Note:*
Complete the Hold start date & Hold	Existing hold days:
end date fields. Enter any Notes in relation to the hold days that you are recording. Click Save.	There are no items to show.
A history of all previous hold days will display if applicable	Save Cancel Spell check