
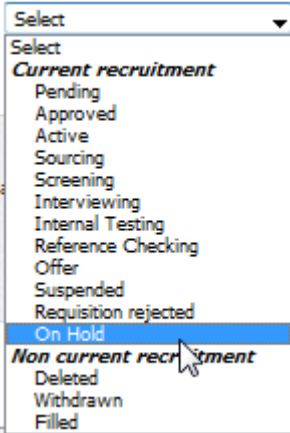




## Quick Reference Guide – Recording Hold days against a job (HR Only)

What you need to do	What you will see
<p><b>STEP 1: Edit the job</b></p> <p>Within Manage Jobs, click the <b>Edit</b> icon next to the relevant job.</p>	
<p><b>STEP 2: Change the job status</b></p> <p>Locate the Status field and update the job from its current status into the status of On hold.</p> <p><b>Click Save &amp; Exit to return to the Manage Jobs page.</b></p>	
<p><b>STEP 3: Remove On hold job status</b></p> <p>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).</p> <p>Click <b>Save</b>.</p> <p>The <b>Edit hold days window</b> will appear.</p> <p>Complete the <b>Hold start date &amp; Hold end date</b> fields.</p> <p>Enter any Notes in relation to the hold days that you are recording. Click <b>Save</b>.</p> <p>A history of all previous hold days will display if applicable</p>	