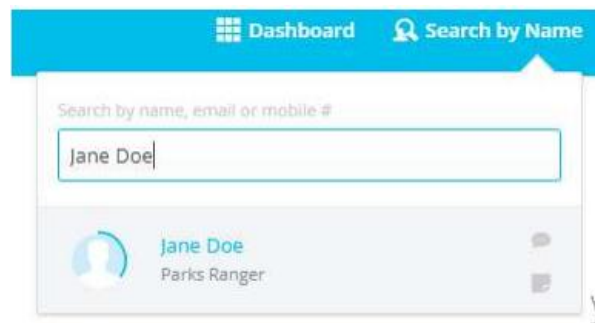


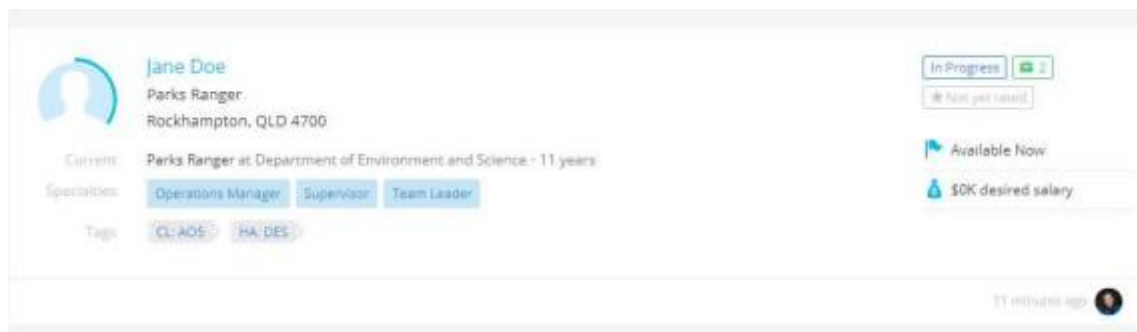
Assigning profiles to a job from search

Talent Now user guide

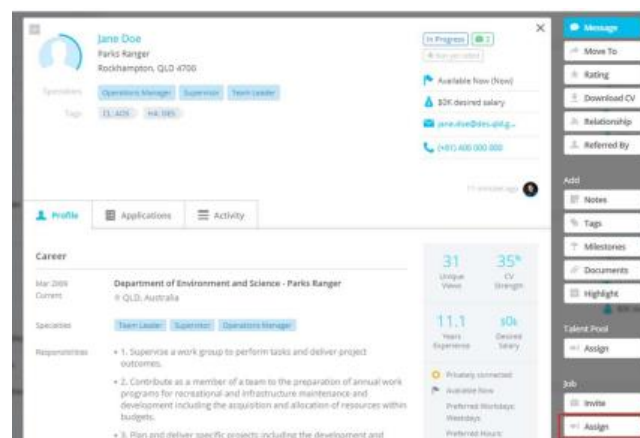
1. Click on or search for a candidate from the search by name box on the dashboard.



2. Click on the candidate you wish to assign to a job.



3. On the right bar of the pop-up screen, click on assign under Job.



4. Select a job vacancy from the “Select a job vacancy box.” Start typing the title to narrow your options. Most start with agency.

Assign to Job Vacancy [Close]

Jane Doe
Parks Ranger
Rockhampton, QLD 4700

Select a Job Vacancy

Job Vacancy	Owner	Status	Location	Business Unit
QPS - Administration - Data E... QP5001	Kate	Open	Oxley, QLD 4075	Queensland Police Service

5. Once selected, click assign.

Assign to Job Vacancy [Close]

Jane Doe
Parks Ranger
Rockhampton, QLD 4700

QPS - Administration - Data Entry [X] Select a Job Vacancy

Assign

For further guides and support visit the training and support hub in the [Talent Now portal](#).