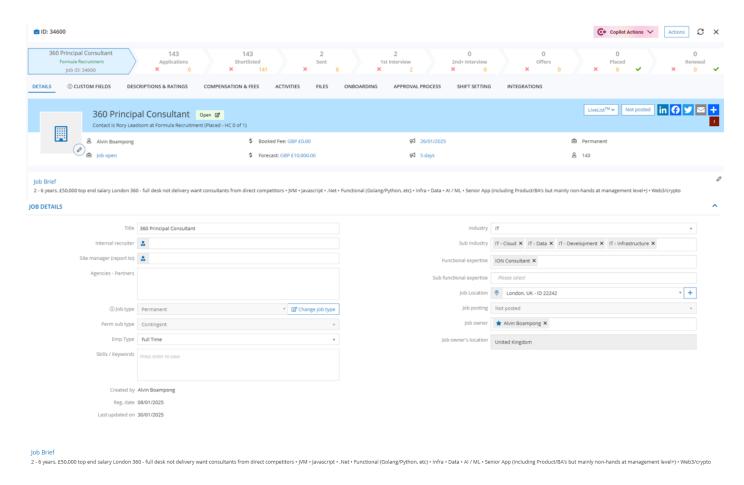
Sales consultants will add candidates from the CRM to the job.



The job brief will be written by the sales consultant which will include notes including experience.

The sales consultant will then add candidates to the job from the CRM that match the experience, the sub industries and the functional expertise. There will be NO EXCEPTIONS.

Researchers cannot add anyone to a shortlist that are already on the CRM, added candidates must be newly registered and also MUST hit the criteria of experience, sub industries and functional expertise.

The sales consultant will then fill out the below information on the job tracker leaving document leaving the following columns blank:

- Start Date
- Post Cleanse
- Newly Registered Candidates
- Completion Dates

Bosoarch Dave	allocated	Researcher	Input Date	Urgency	Pod	Sales Consultant	Client ▼	Location	Detail	Job Link	Pre cleanse	Start Date	Post cleanse	Newly Registered Candidates	Completion Date	Cleansed
	2	Sneha Desai	23-Jan	1	IT - LDN	Alvin Boampong	Formula Recruitment	London		nttps://ion- search.vincere.io/jobDetail/loadJobDetail.do?i	141					#VALUE!
	1	Sneha Desai	23-Jan	2	IT - LDN	Alvin Boampong	Al Futures	London	2-7 Years DACH (Data, Al & ML) 360 Sr Con/ Con	nttp3:///ion- search.vincere.io/iobDetail/loadJobDetail.do?i nttp3://ilon-	117	27-Jan	51	31	29-Jan	56%
	1	Sneha Desai	23-Jan	3	IT - LDN	Alvin Boampong	Oliver James	London		nttps://ion- search.vincere.io/jobDetail/loadJobDetail.do?i	82	30-Jan	27			67%

TO BE FILLED IN BY SALES CONSULTANT

