

CANDEX

How to add participants to an ongoing job search?

Use Candex to add another colleague/ agency partner an to ongoing job search

Add More People to a Job

→ On the top menu of the job search chat, you can click Add Colleagues or Add to Agency accordingly.

→ Notice: you can click Add to Agency only if the agency colleague has the same email domain.

The screenshot displays the Zebra job search chat interface. The left sidebar contains a navigation menu with 'My Activity' (1), 'My Requests', 'Order Feed', and 'Settings'. Below this is an 'ORDERS' section with a link to 'r95780 sr engineer' (1). The main content area shows the job post for 'R95780 Sr Engineer' by 'Miller & Sons / 2 participants'. The job details include an engagement fee of 25% of salary and a 'view description' link. A button 'Engage new business partner' is present. Below the button are links for 'add colleague', 'add to miller & sons', and 'view terms'. The chat history shows a message from 'Zach Miller' (Z) stating 'Terms accepted by Zach Miller of Miller & Sons.' at 8:29 AM. The chat input area at the bottom shows a message from 'David London' (D) stating 'Zach Miller' (Z) is a great candidate for this position. The right sidebar shows the 'Participants' list with 'Your Group' (+), 'David London' (D), and 'Miller & Sons' (+) with a 'delete' link.

Zebra ▼ 🔍

R95780 Sr Engineer ▼
Miller & Sons / 2 participants

search ? Sign out

My Activity 1
My Requests
Order Feed
Settings

ORDERS
r95780 sr engineer 1

R95780 Sr Engineer
Engagement Fee: 25% of salary
Miller & Sons
[view description](#)

You can engage multiple vendors confidentially on this order.

Engage new business partner

[+ add colleague](#) [+ add to miller & sons](#) [view terms](#)

January 16, 2021
Created by David London
Invite to order was sent out. [zach@miller.com](#) needs to accept terms.

C Terms accepted by Zach Miller of Miller & Sons. 8:29 AM

Z **Zach Miller**
Rachel Johnson
[click to preview](#)
She is a great candidate for this position 8:29 AM

D **David London**
Online

Participants
Your Group +
D David London
Miller & Sons + [delete](#)
Z Zach Miller

write something... 🗑️ 😊