Request Contribution

Within the recruitment system it is possible to request information or assign tasks to other users using the "Request Contribution" feature.

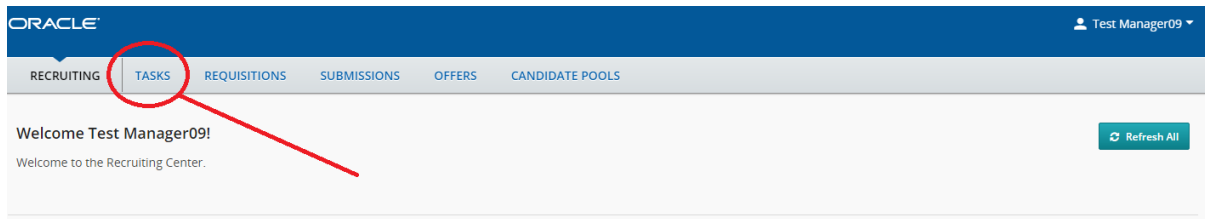This is found in the "More Actions" drop down menu

Use the search filters on the left hand side to find the relevant person and ensure you enter a relevant comment into the comment box at the bottom

The person will receive an email notification and they will also be able to find your request for contribution in the "Tasks" section within the recruitment system

Here you can see an overview of any tasks that are requesting your contribution