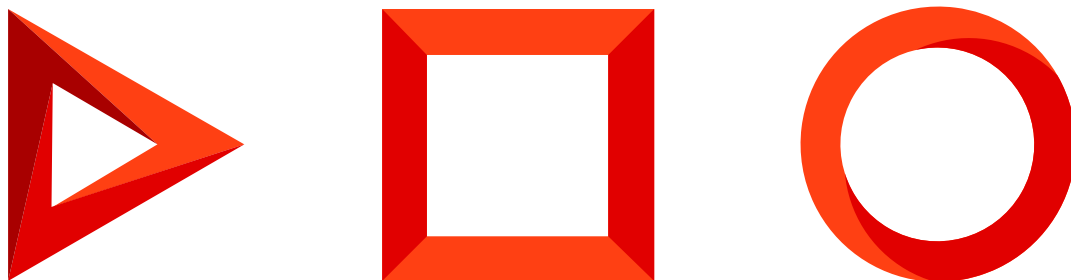


# Former employees

Keep track of former employees

Version 7.18



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# Keep track of former employees

PRODUCTS: **ALL CREATIO PRODUCTS**

Use the [ *Employees* ] section to enter the data about all current and former employees of your company. A complete contact database will help recruit former employees, to work with recruiting agencies, blacklists of job seekers, or when an employee returns to the company. To set up a list of employees:

1. Add data about your former employees to the section. [Import](#) the data or add the data [manually](#).
2. Open the [ *Career* ] tab on the employee page and fill in the [ *Due date* ] and [ *Reason for job change* ] fields.

**Note.** An employee is considered as working with an empty “Due date” field in the [ *Career* ] tab or the date has not come yet.

3. If you have information about the further career of your former employee, add it to the [ *Job experience* ] detail.
4. Click [ *Save* ].

Only records of working employees are displayed in the section list and folders by default. Disable the “Working employees” quick filter to display the full list of employees.