

Former employees

Keep track of former employees

Version 8.0



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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.