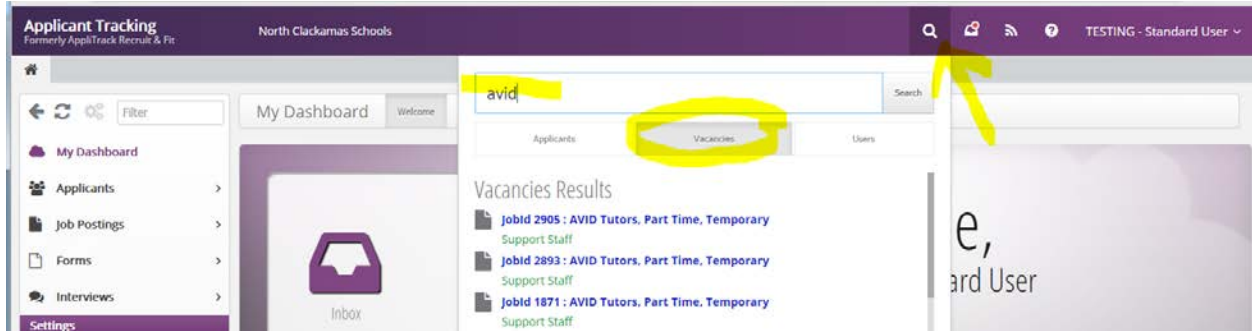


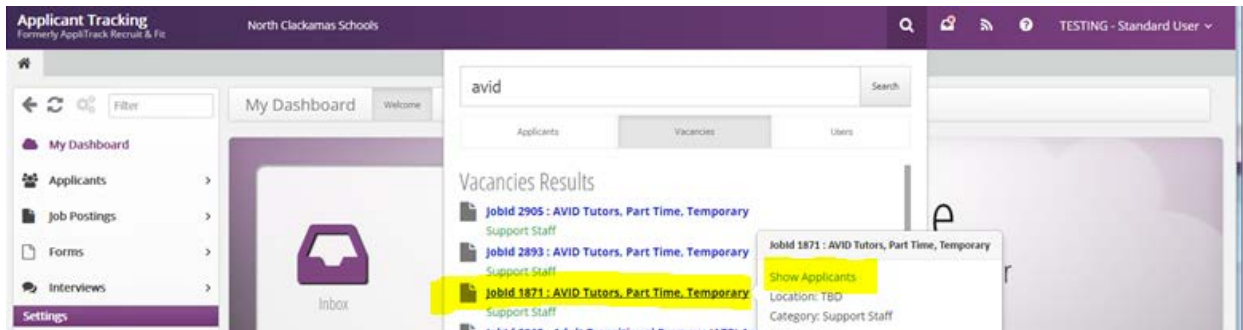
HOW TO SEND A REGRETS EMAIL TO A GROUP OF APPLICANTS

Send regrets after your new employee has accepted and been hired into the vacancy. Don't send too early in case something happens with a candidate recommended but unable to accept, etc. Candidates that were interviewed should receive a phone call from the administrator instead of an email.

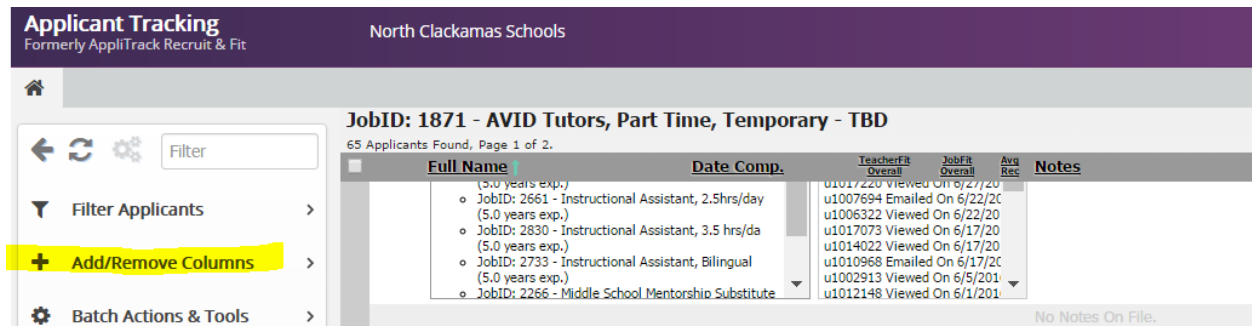
Search for the Job Posting. Click on the **magnifying glass** in the upper right portion of screen, type in the popup box a portion of the name or job id#, then click on **vacancies** tab.



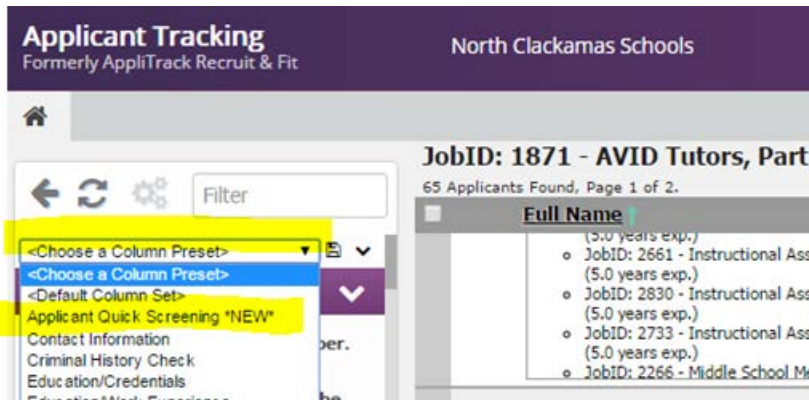
Click on the correct posting in the **Vacancies Results** section, then click on **Show Applicants**



A list of the applicants will be shown, in a default viewing format. Click on **Add/Remove Columns** in the left sidebar.

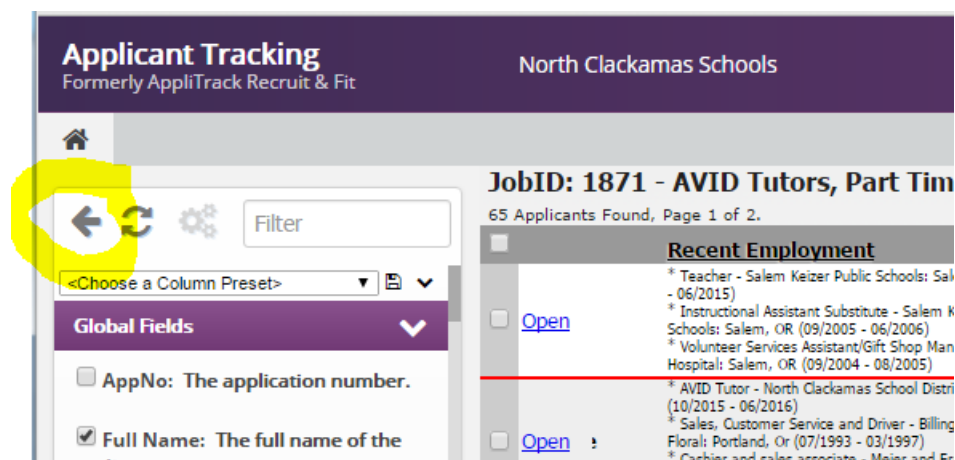


Click on <Choose a Column Present>, then select **Applicant Quick Screening *NEW***.

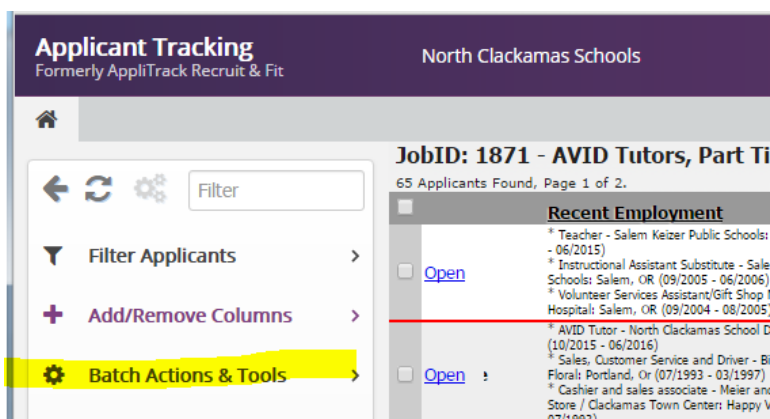


Now your applicant list will provide a more usable grid with summary information. (Names not showing in this screenshot but that field is in the grid.)

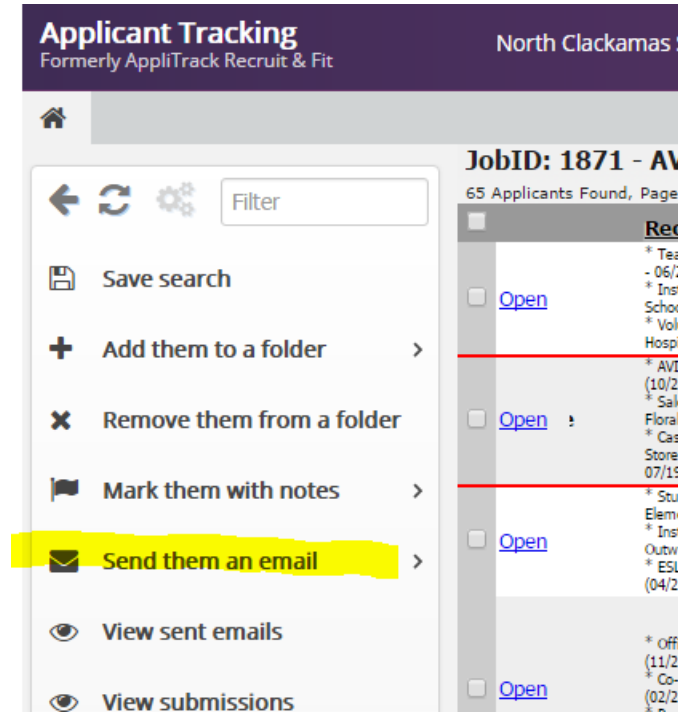
Now you want to complete a Batch Action for some or all of these applicants. Click on the back arrow in Applicant Tracking (not the browser back arrow).



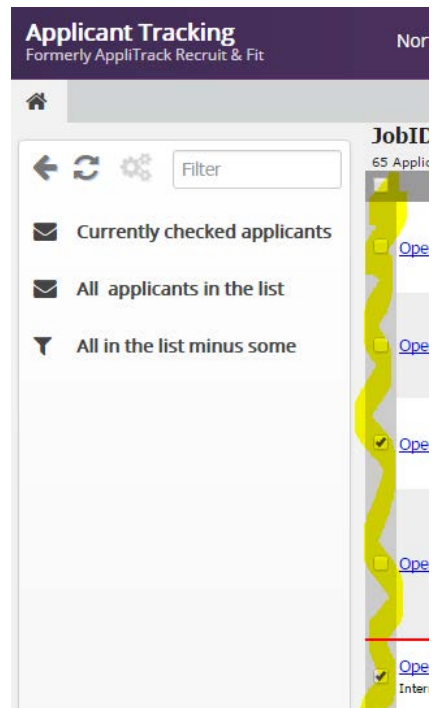
Click on **Batch Actions & Tools**.



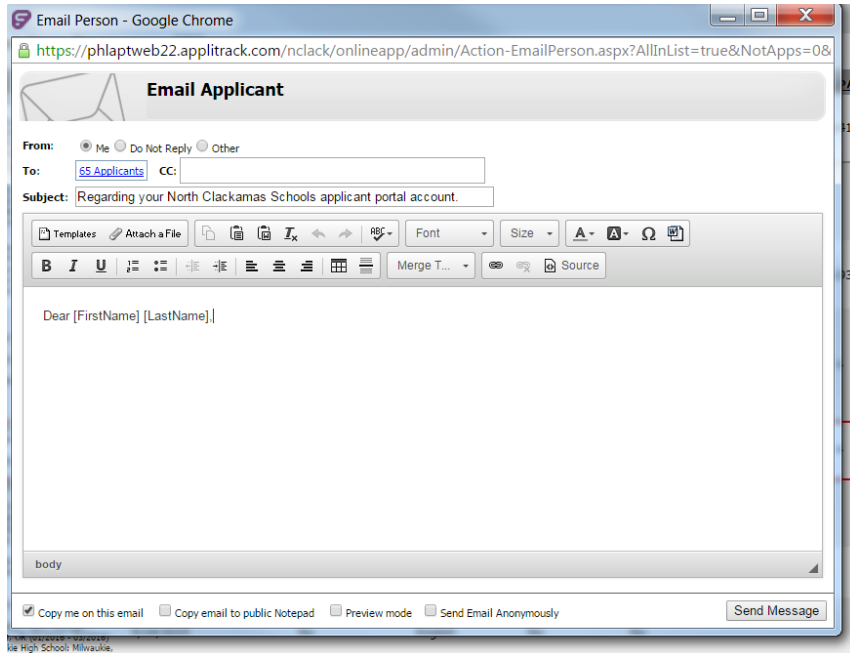
Click on **Send them an email**.



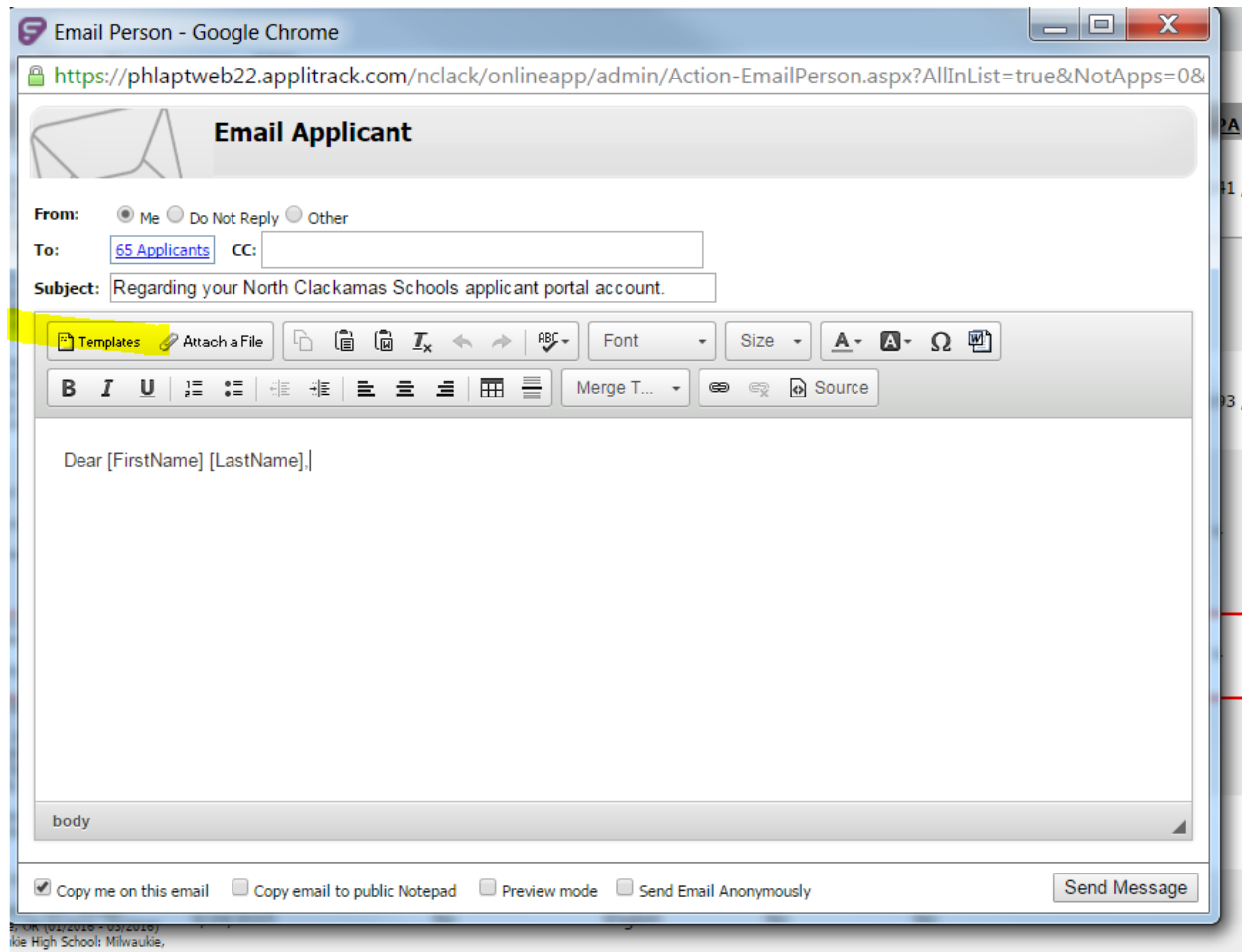
Choose an option of who should receive the email. **Checked applicants** refers to the check boxes at left side of the grid. **All applicants in the list** means everyone in the grid. **All in the list minus some** means everyone in grid except those that you put check marks next to. This option is suggested so you can put a checkbox next to the candidate that was hired so they don't receive this email. You would also not email any candidate you already informed by telephone that they were not being considered.



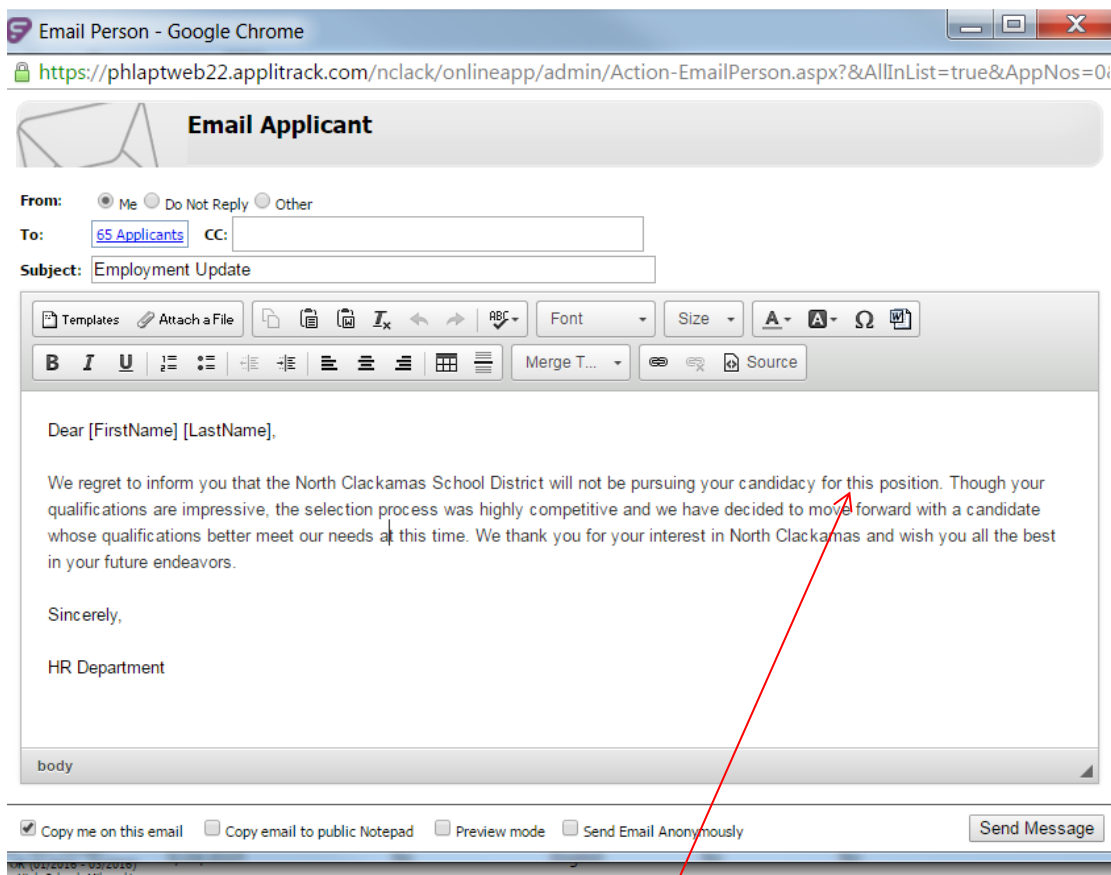
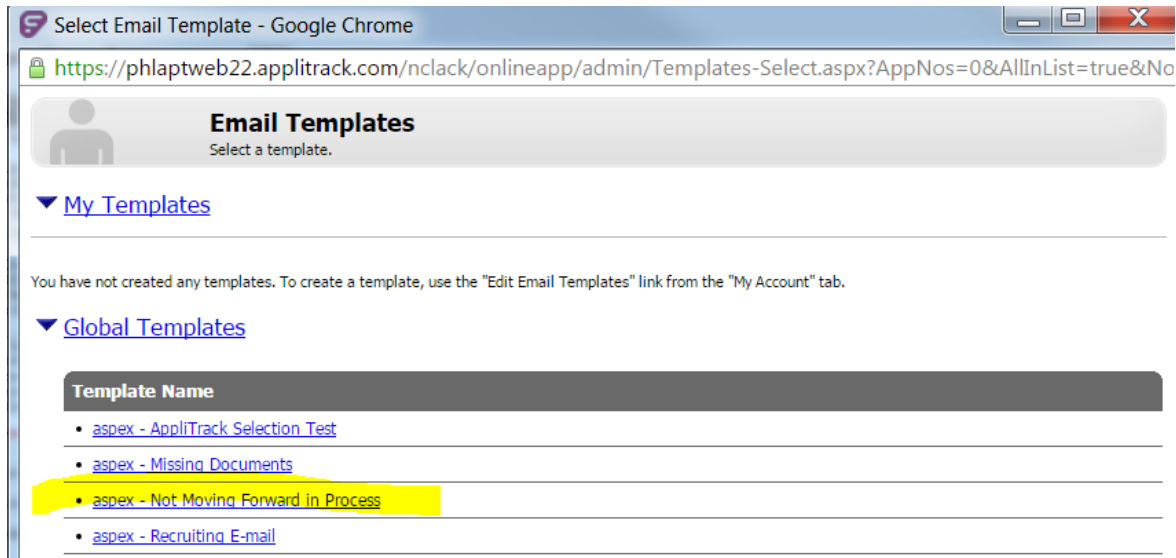
Once you select an option, a popup appears to Email Applicant.



To select a pre-written email template, click on **Templates** (underneath Subject line).



A list of templates appear. **Choose Not Moving Forward in Process.**



REVISED DIRECTIONS: Where the email says “this position” please delete and write in the job ID and position name from your posting. You can additionally modify the body of the letter as needed. Leave the salutation – it will personalize to each applicant. Applicants will not see who else received the same email.

Send Message.