

Sending Close-Out Letters Via Talent Ed

Closing Out Applicants - Not Being Interviewed:

1. Login to TalentEd.
2. Go to the Dashboard.
3. Select Applications for the appropriate job.
4. Select the small, white box for each applicant being closed out.
5. At the bottom, right of the screen, go to Bulk Actions.
6. From the dropdown, under Candidate Actions, select Email.
7. Click the GO button.
8. Under From, click on the button by the selected user (your name).
9. Under the large textbox, click on Select Email From Template (in red).
10. On the Search Email Templates screen, click on the Select button next to Close-Out Letter - Not Interviewed.
11. Click on the Send button.

Closing Out Applicants - After First-Round Interviews:

1. Login to TalentEd.
2. Go to the Dashboard.
3. Select Applications for the appropriate job.
4. Select the small, white box for each applicant being closed out.
5. At the bottom, right of the screen, go to Bulk Actions.
6. From the dropdown, under Candidate Actions, select Email.
7. Click the GO button.
8. Under From, click on the button by the selected user.
9. Under the large textbox, click on Select Email From Template (in red).
10. On the Search Email Templates screen, Click on the Select button next to Close-Out Letter - Interviewed.
11. Click on the Send button.

Closing Out Applicants After Second-Round Interviews:

- Rather than sending a system-generated email, we recommend that you reach out via telephone to each applicant individually.