Bulk Communicate Guide

Step 1: Open Requisition

- Only those with access to the requisition will be able to use this feature.
- This includes those in the “Hiring Manager” and “HR Administrator” roles.
- Those with hiring manager proxy access (unless they hold one of the other roles) will not have access to this feature.

Step 2: Click on “View Applications”

Step 3: Select candidates you’d like to communicate with

- You can do this by clicking the check boxes next to the candidates.
- If you’re planning to communicate with everyone, you can select ”All pages” from the drop down menu.
Step 4: Select “Bulk Communicate” from the drop down menu

Step 5: Add a subject and write your message

• TIP! Check to make sure the number of applicants on this page matches with what you selected in the last step.
• You can change the “from” field if you’d like responses or questions to go to someone else.
• Leave “Email Applicants” toggled to yes.
• The “from” email address will populate with yours – if you want it to appear to come from someone else, you can change it.
Step 6: Swap out {firstname} with {prefname}

- Highlight {FIRSTNAME}
- Click on “merge fields”
- Click on {PREFNAME} from the list that opens
- Click on Close Window at the bottom of the screen.
- Verify that the merge field has updated to {PREFNAME}

Step 7: Send!

- Prior to sending, you can add documents (e.g. interview questions)
- You can also opt to delay the message by an hour, several hours, up to 30 days.
Once you click send the message will go out, so double check that it’s exactly as you want it.

If you’ve opted to delay the sending – you can find the scheduled email in the applicant profile under scheduled email. You cannot edit it, but you can delete it.