# Bulk Communicate Guide

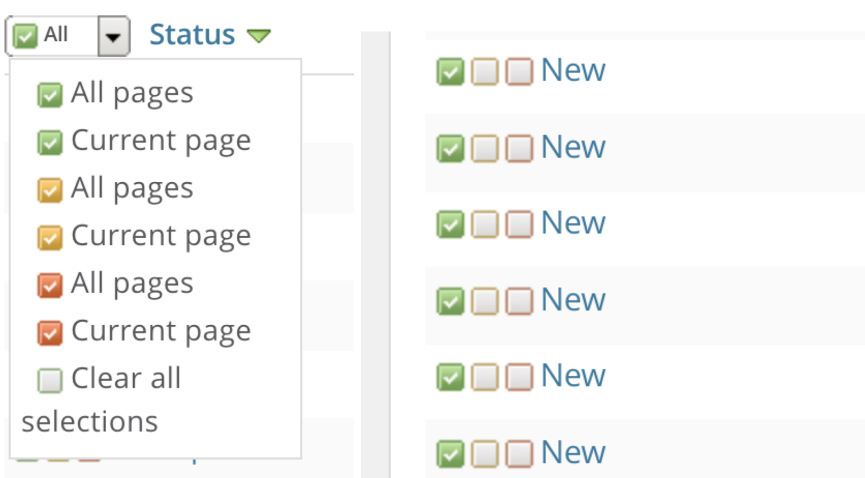
## Step 1: Open Requisition

- 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.

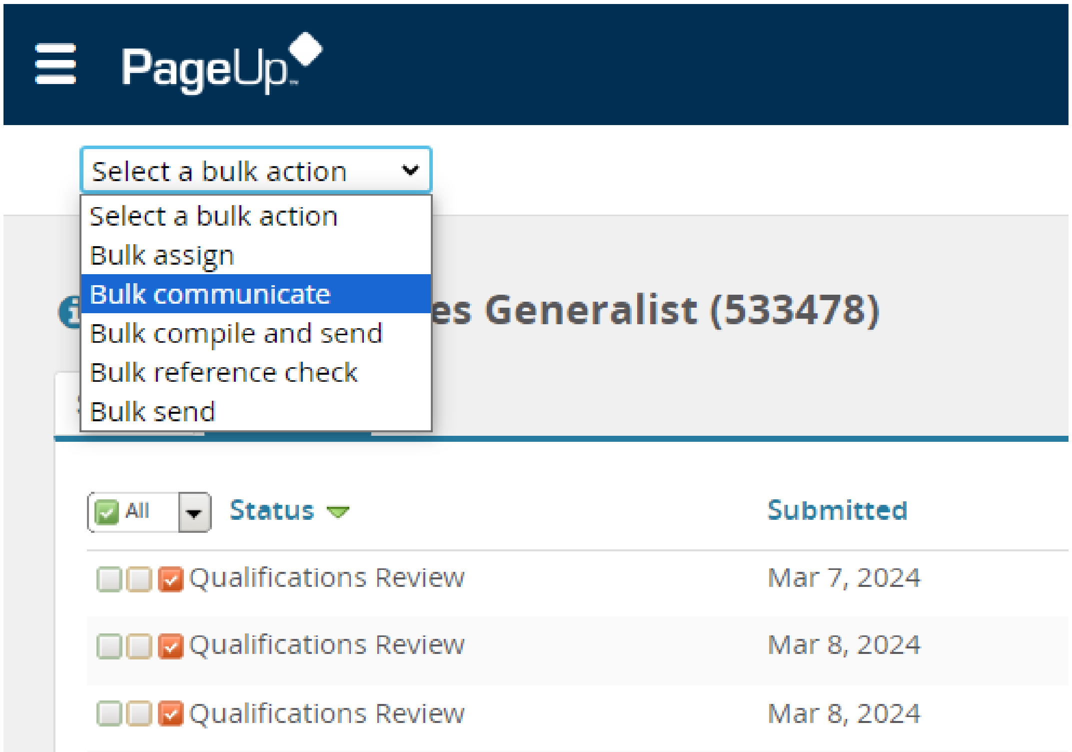

## Step 2: Click on “View Applications

## 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.

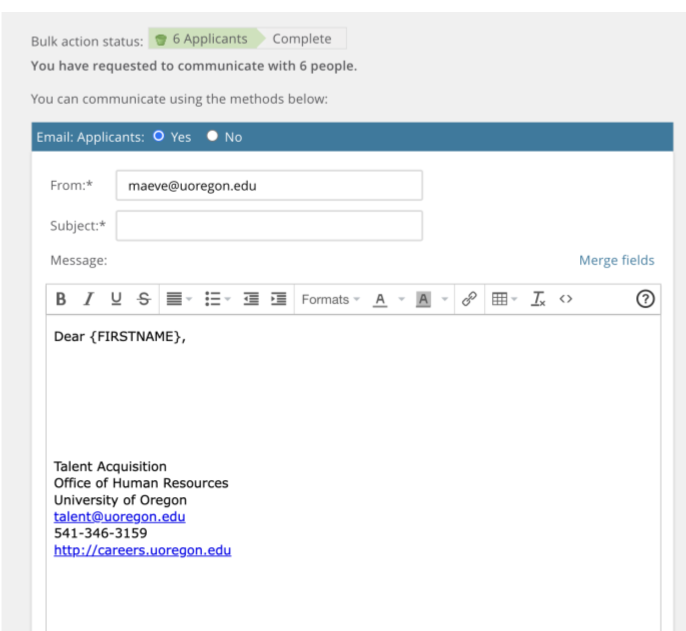


## Step 4: Select “Bulk Communicate” from the drop down menu



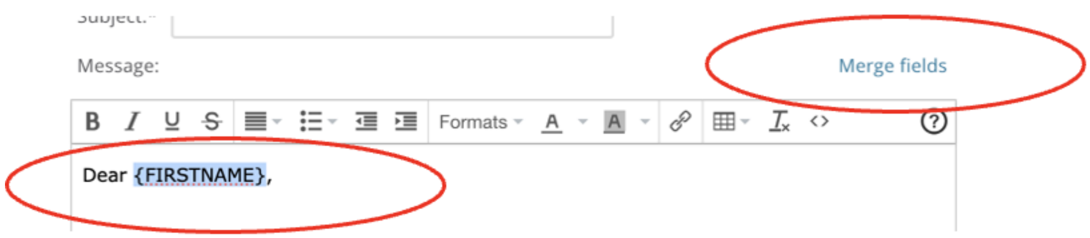

## Step 5: Add a subject and write your message

- 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.

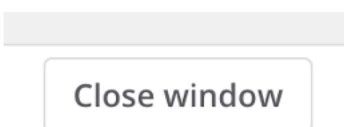


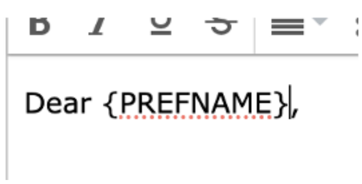
## Step 6: Swap out {firstname} with {prefname}

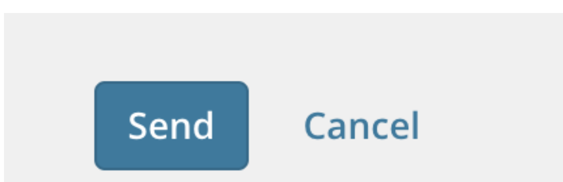
- Highlight {FIRSTNAME}
- Click on “merge fields”
- Click on {PREFNAME} from the list that opens
- Click on Close Window at the bottom of the screen.
- Verify that the merge field has updated to {PREFNAME}





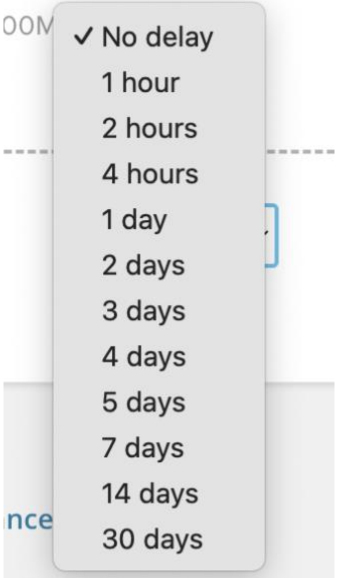



## Step 7: Send!

- 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.