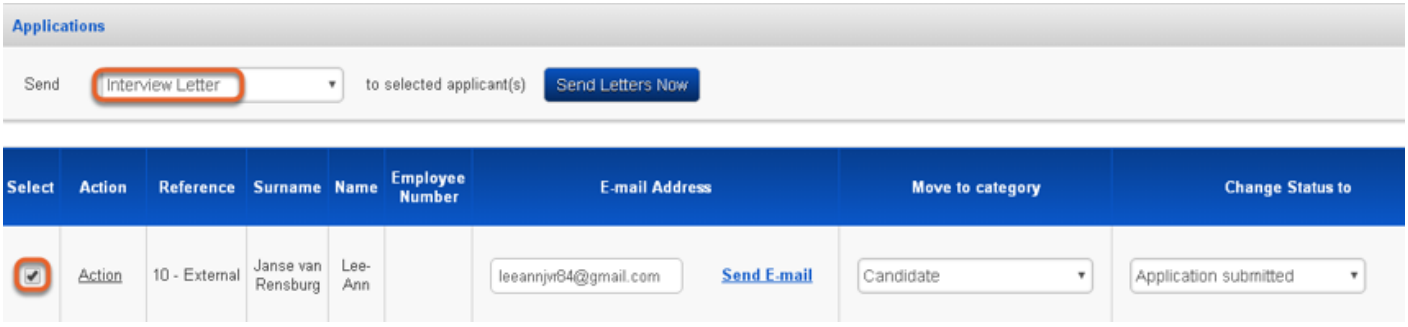
Send Letters to Applicants

In order to enable basic communication between HR and the applicants, a couple of standard letter templates are available for sending electronically to applicants. Some are:

- Application Confirmation Letter
- Letter of Regret
- Interview Letter

Sending letters

- Click ***System Administration*** *on the* ***Administration Menu.***
- From the landing page and for a specific advertisement, navigate to ***Modules*** **|** ***Recruitment*** **|** ***Administration*** **|** ***Advertised Positions*** **|*****View/Edit Applications*** to get to the **Applications Received** page.
- Select the applicant(s) to whom a particular letter is to be sent by ticking the **Select** checkbox for their records.
- Locate the following area in the **Applications** section and select the appropriate letter from the lookup.
- The selected applicant with the appropriate letter is now indicated as shown below.



Send the Letter Directly

- To send the selected letter to the selected applicants, click **Send Letters Now** .

Send the Letter Directly

Preview and Change the Letter Before Sending It

Occasionally it may be necessary to edit a letter before sending it out. This is accomplished in the following manner.

- After selecting the applicant who should receive the letter, instead of clicking **Send Letters Now**, click **Action** for the first applicant to open the available options.

Preview and Change the Letter Before Sending It

Letter preview/change

- From the list select **Preview / Change selected Letter before sending** to open the following page.
- Update or change the letter as required and click **Send Now** to send the email.

Letter preview/change

Keeping Record of Letters Sent

A record is kept of every letter sent from the **Recruitment & Selection** module. These records can be accessed as follows.

- Every letter that is sent from the module is sent via the Signify Software Email Runner component.
- The email runner sometimes takes a couple of minutes to send a letter out. Once done it will update the applicant’s record.
- In the **Letters Sent** field a count is kept of letters sent.
- To view the letters that have been sent to an applicant, in the **Letters Sent** field, click **VIEW** to display the detail.
- On this page, if you need to see the full email that was sent out, click **View Email** to display the page.

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