Rejecting and Corresponding with Applicants

This procedure describes how recruiters use the Manage Job Opening page to reject and correspond with applicants, using either Group Actions or by rejecting an individual applicant.

1. Begin by navigating to the “hidden” Manage Job Opening page by clicking the job opening link on the My Job Openings pagelet.

   ![My Job Openings](image)

   The Manage Job Opening page displays.

2. To reject more than one applicant at the same time, follow the steps below:
   a. Click the Select checkbox next to each candidate’s name.
   b. Click <Group Actions>.
   c. From the Group Actions menu, select “Recruiting Actions” then “Reject Applicant.”

3. To reject a single applicant, click the reject icon.

   ![Reject Applicant](image)

   The Reject Applicant page displays.

4. On the Reject Applicant page, select the reason for the rejection from the Reason drop-down menu.

5. Click <Reject and Correspond>.
Rejecting and Corresponding with Applicants (cont.)

The Send Correspondence page displays.

![Send Correspondence page](image)

6. To correspond with the recipients using a predesigned template letter, follow the steps below:
   a. Click the Letter drop-down arrow.
   b. Select the appropriate letter template.
   c. In the Subject field, enter subject information.
   d. Uncheck the Include Interested Parties checkbox.
   e. To preview the correspondence, click <Preview>.
   f. If you are satisfied with the correspondence, click <Send>.

Note: You also have the ability to send custom correspondence by leaving the Letter field blank and entering text in the Message field instead.

Note: It is possible to reject and correspond with applicants from the Manage Applicant page, using either <Group Actions> or the reject icon. The Manage Applicant page is a “hidden” page that you navigate to by clicking an applicant’s name on your My Applicants pagelet on the Recruiting Home page.

If you need to reject an applicant who has applied for a number of jobs, it may be more efficient to use a Group Action on the Manage Applicant page. From the Manage Applicant page, you can reject the person from more than one job opening at the same time.