

HireTouch – Sending Applicant Correspondences (Emails)

This document provides instructions for generating emails to applicants to your job posting. There are four correspondence templates currently available for department use:

Mass Communication (sent to one or more applicants)

- Application Rejected
- Job Posting Closed (without selecting a candidate)
- Job Posting Suspended (e.g., budgetary reasons)

Single Applicant Communication (sent to single applicant)

- Invitation to Interview

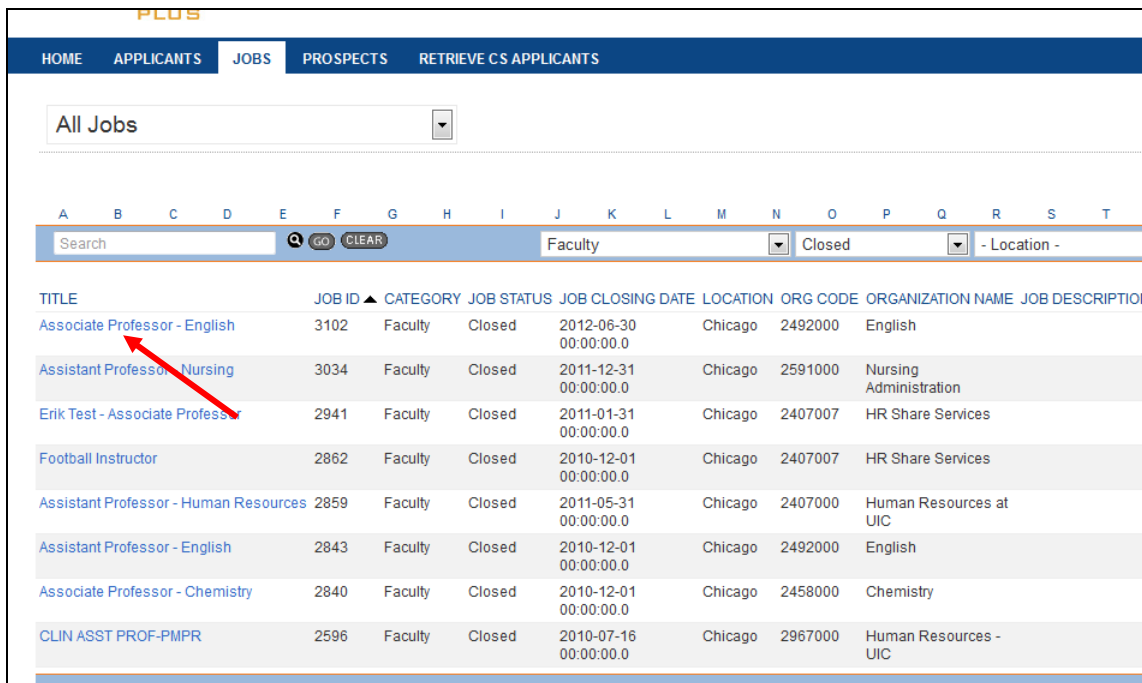
You can use these templates to send emails to your applicants using one of the following methods:

- Send to several applicants (Bulk Action)
- Send to an individual applicant

Sending a Correspondence to Several Applicants (Bulk Action)

Use this method to send an email to multiple applicants at the same time. This method allows you to edit the template once, yet send the email to several applicants at the same time.

1. Log into the [HireTouch Administrative](#) site.
2. Locate the job you want to work with and click the job **Title**.



The screenshot shows the HireTouch Administrative interface. At the top, there are navigation tabs: HOME, APPLICANTS, JOBS, PROSPECTS, and RETRIEVE CS APPLICANTS. Below the tabs is a search bar with the text 'All Jobs' and a dropdown arrow. Underneath the search bar is a table with columns labeled A through T. The table contains a search bar with a 'GO' button and a 'CLEAR' button. To the right of the search bar are two dropdown menus: one for 'Faculty' and one for 'Closed'. Below the search bar is a table with the following columns: TITLE, JOB ID, CATEGORY, JOB STATUS, JOB CLOSING DATE, LOCATION, ORG CODE, ORGANIZATION NAME, and JOB DESCRIPTION. The table contains several rows of job postings. A red arrow points to the 'Associate Professor - English' job title in the first row.

TITLE	JOB ID	CATEGORY	JOB STATUS	JOB CLOSING DATE	LOCATION	ORG CODE	ORGANIZATION NAME	JOB DESCRIPTION
Associate Professor - English	3102	Faculty	Closed	2012-06-30 00:00:00.0	Chicago	2492000	English	
Assistant Professor - Nursing	3034	Faculty	Closed	2011-12-31 00:00:00.0	Chicago	2591000	Nursing Administration	
Erik Test - Associate Professor	2941	Faculty	Closed	2011-01-31 00:00:00.0	Chicago	2407007	HR Share Services	
Football Instructor	2862	Faculty	Closed	2010-12-01 00:00:00.0	Chicago	2407007	HR Share Services	
Assistant Professor - Human Resources	2859	Faculty	Closed	2011-05-31 00:00:00.0	Chicago	2407000	Human Resources at UIC	
Assistant Professor - English	2843	Faculty	Closed	2010-12-01 00:00:00.0	Chicago	2492000	English	
Associate Professor - Chemistry	2840	Faculty	Closed	2010-12-01 00:00:00.0	Chicago	2458000	Chemistry	
CLIN ASST PROF-PMPR	2596	Faculty	Closed	2010-07-16 00:00:00.0	Chicago	2967000	Human Resources - UIC	

- From your job, click the job **Applicants** tab and select the checkbox(s) next to the applicant(s) you want to send a correspondence. You have two options for selecting names, as indicated in the image below.

Option 1 (Select All): Select the checkbox next to the **Name** column header to select all applicants in the current list. This will select all records in the current view, as determined by the number of records in the view on this page. In this example, 10 records (out of a total of 46 records) would be selected.

Option 2 (Select Individuals): Select the checkbox next to an applicant's name to select each individual applicant.

Records 1-10 of 46

NOTE: For Option 1, use the **Per Page** filter at the bottom of the window to increase the number of records displayed in the view on each page.

- In the **Bulk Actions** drop-down list, click the arrow and select the correspondence you want to send.

Bulk Actions -

- Correspond
- Application Rejected
- Invitation to Interview
- Job Posting Closed
- Job Posting Suspended
- Change Status
 - New
 - Meets Minimum Qualifications
 - Interviewed
 - Finalist
 - Hired
 - Denied/Not Selected
 - Declined Offer
 - Finalist Reference Letter
 - Candidate Withdrew

Records 1-5 of 5

5. A new tab/window opens with your selected template displayed.

Correspondence - Application Rejected

From:

To: Applicant - Marty Blase (mboller@uillinois.edu)

CC:

BCC:

Subject: Application for [[Job Title]] (Job #[[Job ID]]) at the University of Illinois

Message:

Dear [[Applicant First Name]] [[Applicant Last Name]],

We have carefully considered your application for the position of [[Job Title]] (Job #[[Job ID]]) in [[Organization Name]] - [[Organization Display Name]] at the University of Illinois at Chicago (UIC).

After evaluating the materials submitted by all the applicants for this position, an individual was chosen whose education and experience is more closely related to the requirements of the position than yours.

Thank you for your time and willingness to be considered for this position. We appreciate your interest in employment at the University of Illinois at Chicago (UIC).

Sincerely,

[[Current User First Name]] [[Current User Last Name]]
[[Current User Email Text]]

Send Email Print

SELECTED RECIPIENTS

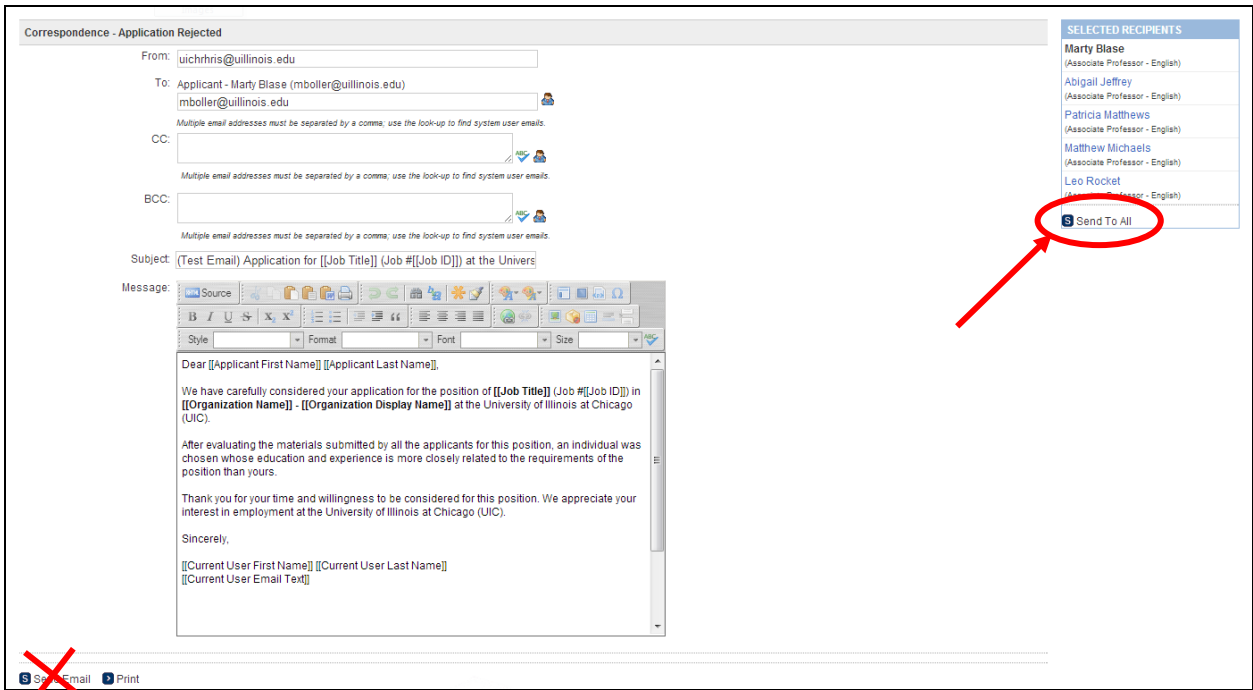
- Marty Blase (Associate Professor - English)
- Abigail Jeffrey (Associate Professor - English)
- Patricia Matthews (Associate Professor - English)
- Matthew Michaels (Associate Professor - English)
- Leo Rocket (Associate Professor - English)

Send To All

NOTE: Any text within the template between the brackets indicates fields that will pull in that data from the job to this email. For example, the field [[Job Title]] will be replaced in the final email sent with the actual title of the job.

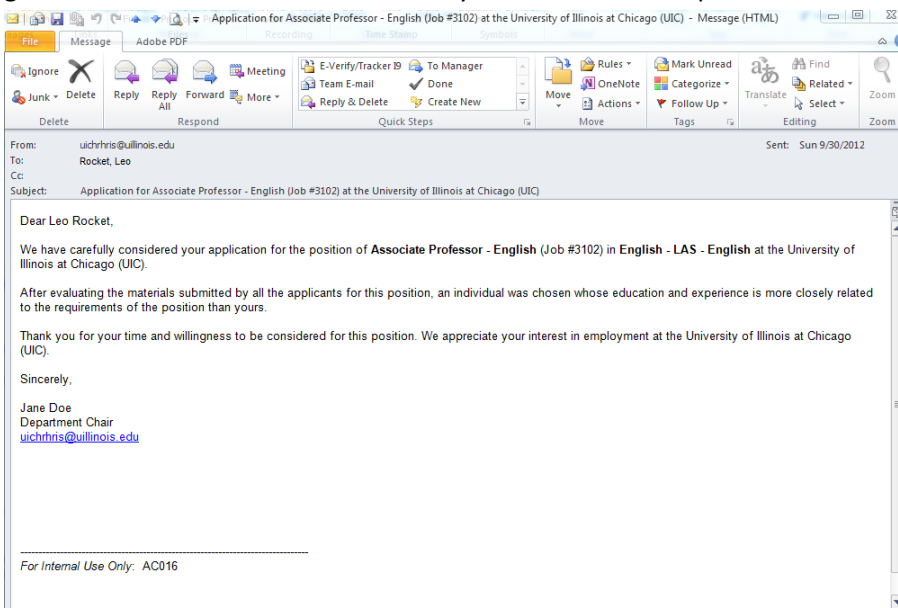
6. Customize the email template as needed. The text contained within the template is standard language expected in this type of correspondence. You can edit any of the content within the window to personalize the message from your department. You can edit the:
- From email address – to designate a sender of the email other than the current user (default)
 - Subject Line
 - Body of the email message
 - Salutation – to designate a new signature other than the current user (default)

- When you are ready to send your edited email to the selected applicants, click the **Send To All** link in the upper-right corner of the page.



NOTE: Do not click the **Send Email** link on this page. Doing so will send the email only to the applicant indicated in the **To** field of the email. Click **Send To All** to ensure the email is sent to ALL selected recipients.

- The email is sent to all selected applicants. While it was sent to the applicants in bulk, each applicant gets an individual email addressed only to them. An example of the email is shown below.



Sending a Correspondence to an Individual Applicant

Use this method to send an email to a single applicant. This method allows you to customize your email to a specific applicant, as well as attach documents you want to send directly to the applicant.

1. Log into the [HireTouch Administrative](#) site.
2. Locate the job you want to work with and click the job **Title**.

The screenshot shows the 'JOBS' tab in the HireTouch Administrative interface. The page displays a list of job openings with columns for Title, Job ID, Category, Job Status, Job Closing Date, Location, Org Code, Organization Name, and Job Description. A red arrow points to the 'Associate Professor - English' job listing.

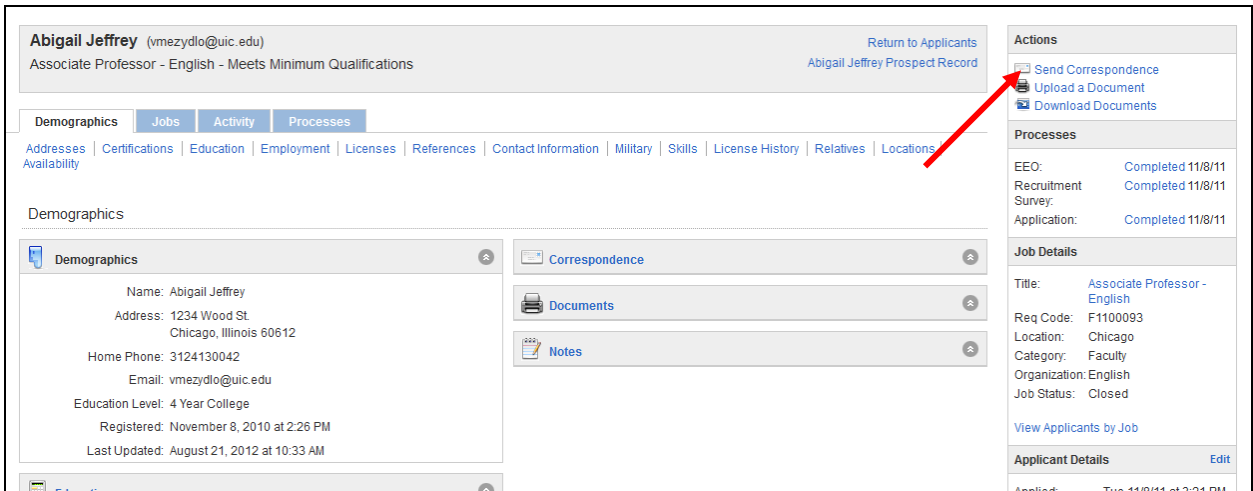
TITLE	JOB ID	CATEGORY	JOB STATUS	JOB CLOSING DATE	LOCATION	ORG CODE	ORGANIZATION NAME	JOB DESCRIPTION
Associate Professor - English	3102	Faculty	Closed	2012-06-30 00:00:00.0	Chicago	2492000	English	
Assistant Professor - Nursing	3034	Faculty	Closed	2011-12-31 00:00:00.0	Chicago	2591000	Nursing Administration	
Erik Test - Associate Professor	2941	Faculty	Closed	2011-01-31 00:00:00.0	Chicago	2407007	HR Share Services	
Football Instructor	2862	Faculty	Closed	2010-12-01 00:00:00.0	Chicago	2407007	HR Share Services	
Assistant Professor - Human Resources	2859	Faculty	Closed	2011-05-31 00:00:00.0	Chicago	2407000	Human Resources at UIC	
Assistant Professor - English	2843	Faculty	Closed	2010-12-01 00:00:00.0	Chicago	2492000	English	
Associate Professor - Chemistry	2840	Faculty	Closed	2010-12-01 00:00:00.0	Chicago	2458000	Chemistry	
CLIN ASST PROF-PMPR	2596	Faculty	Closed	2010-07-16 00:00:00.0	Chicago	2967000	Human Resources - UIC	

3. From your job, click the job **Applicants** tab and click an applicant's name to access the Demographics page for that applicant.

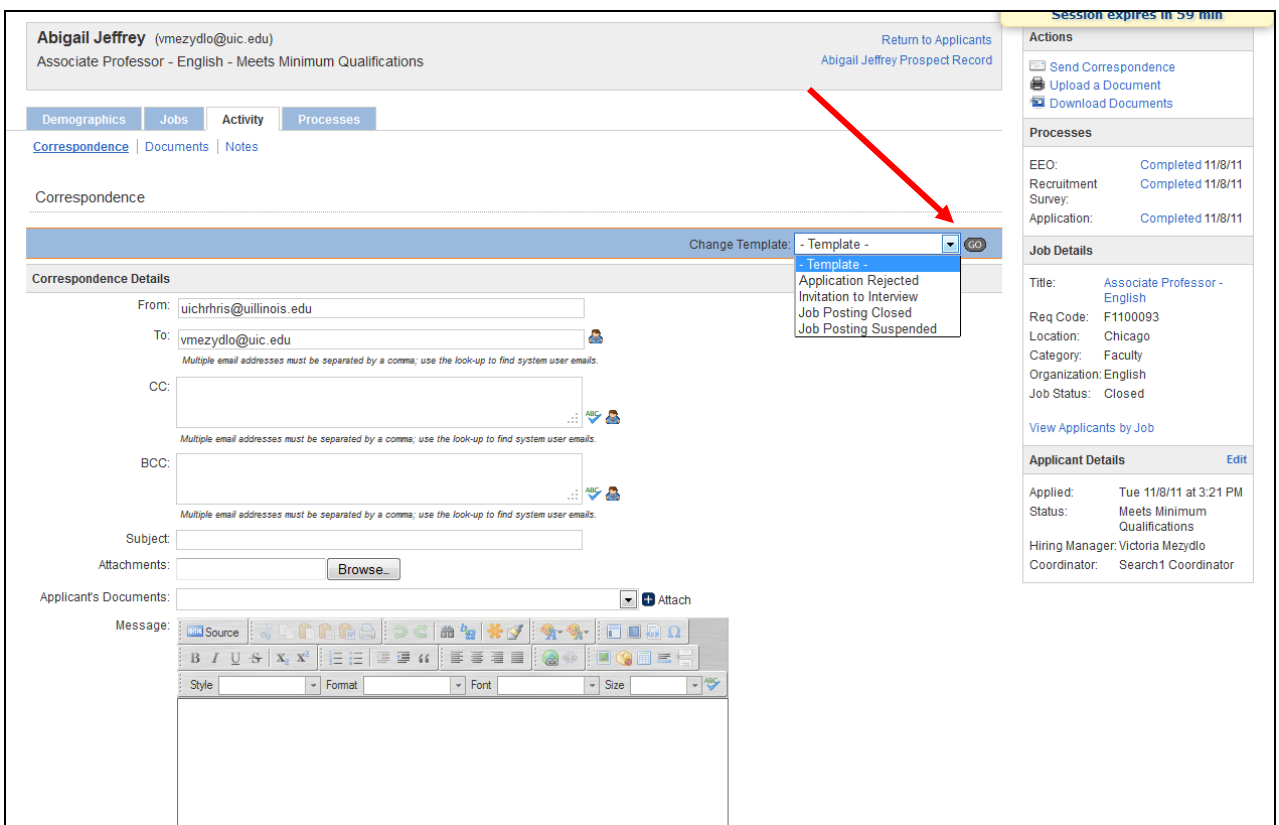
The screenshot shows the 'Applicants' tab for the 'Associate Professor - English' job. The page displays a list of job candidates with columns for Name, Status, User Name, Email, Application, EEO Coordinator, Offer Declined Reason, Applicant City, and Applicant State. A red arrow points to the applicant 'Jeffrey, Abigail'.

NAME	STATUS	USER NAME	EMAIL	APPLICATION	EEO COORDINATOR	OFFER DECLINED REASON	APPLICANT CITY	APPLICANT STATE
Blase, Marty	New	marty1blase	mboller@uillinois.edu	Search1 Coordinator			Mahomet	Illinois
Jeffrey, Abigail	Meets Minimum Qualifications	abbyj	vmezydlo@uic.edu	Search1 Coordinator			Chicago	Illinois
Matthews, Patricia	Meets Minimum Qualifications	patmatt	vmezydlo@uillinois.edu	Search1 Coordinator			Chicago	Illinois
Michaels, Matthew	Meets Minimum Qualifications	mattmike	vmezydlo@uillinois.edu	Search1 Coordinator			Chicago	Illinois
Rocket, Leo	Meets Minimum Qualifications	leorocket	vmezydlo@uic.edu	Search1 Coordinator			Chicago	Illinois

- From the Demographics page, click the **Send Correspondence** link in the **Actions** box in the upper-right corner of the page.



- In the **Change Template** drop-down list, select the correspondence template you want to send and click the **Go** button.



6. Customize the email template as needed. The text contained within the template is standard language expected in this type of correspondence. You can edit any of the content within the window to personalize the message from your department. You can edit the:
 - a. *From* email address – to designate a sender of the email other than the current user (default)
 - b. *Subject Line*
 - c. Body of the email message
 - d. *Attachments* – to provide additional information to the applicant (e.g., map to the campus interview location)
 - e. *Salutation* – to designate a new signature other than the current user (default)
7. When you are ready to send your edited email to the applicant, click the **Send** link at the bottom of the page.

Change Template: Invitation to Interview

Correspondence - Invitation to Interview

From: uichrhris@uillinois.edu

To: Applicant - Abigail Jeffrey (vmezydlo@uic.edu)
vmezydlo@uic.edu

CC:

BCC:

Subject: Interview Invitation for Associate Professor - English (Job #3102)

Attachments: InterviewDirections.pdf

Applicant's Documents:

Message:

Dear Abigail Jeffrey,

As a result of your application for the role of **Associate Professor - English (Job #3102) in English - LAS - English**, we would like to invite you to attend an interview.

The interview information is as follows:

Date: Monday, October 1, 2012
Time: 10:00 am
Location: University Hall, Room 512
Complete directions are found in the attached file.

Please respond to this email and indicate if the time noted is acceptable.

Sincerely,

Jane Doe
Department Chair
uichrhris@uillinois.edu

Send Back

8. The email is sent to the applicant. An example of the email is shown below

