

Send Not Selected Correspondence to Applicants

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Step 1: Login

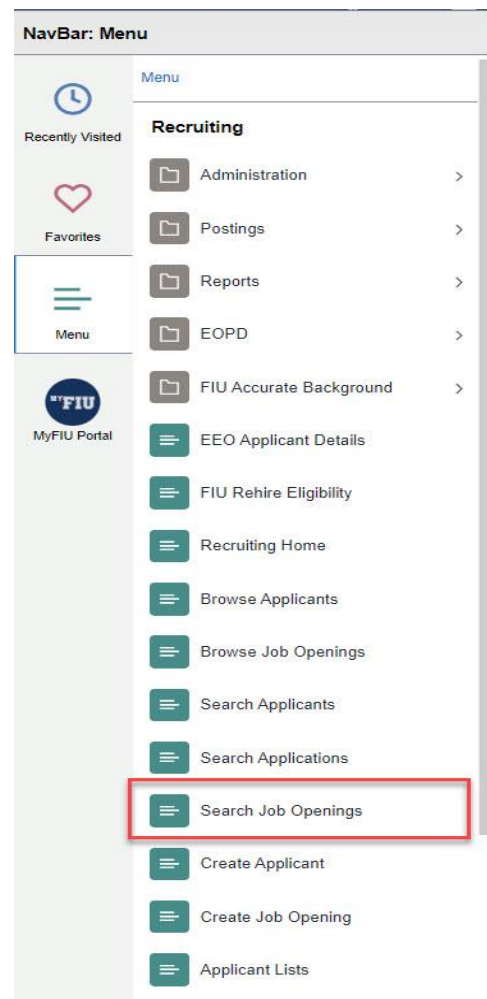
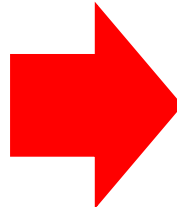
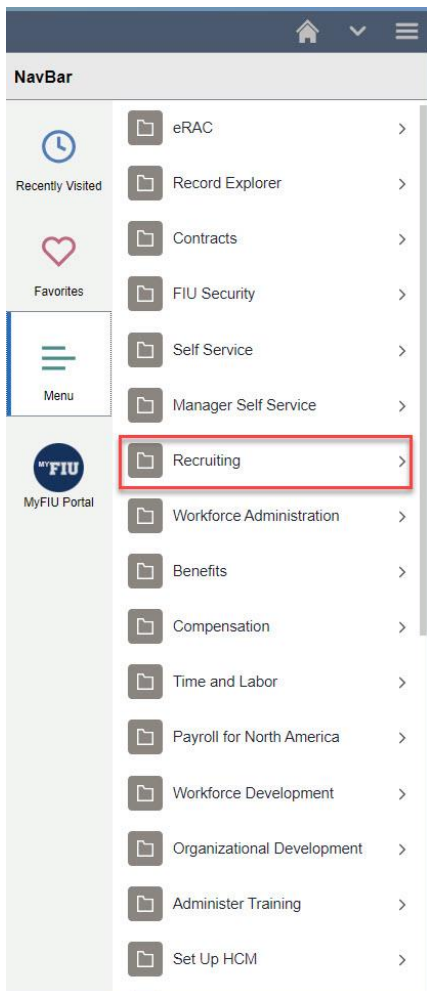
Go to [MyHR.FIU.edu](https://myhr.fiu.edu) and login using your My Accounts credentials.



Step 2: Search Job Opening

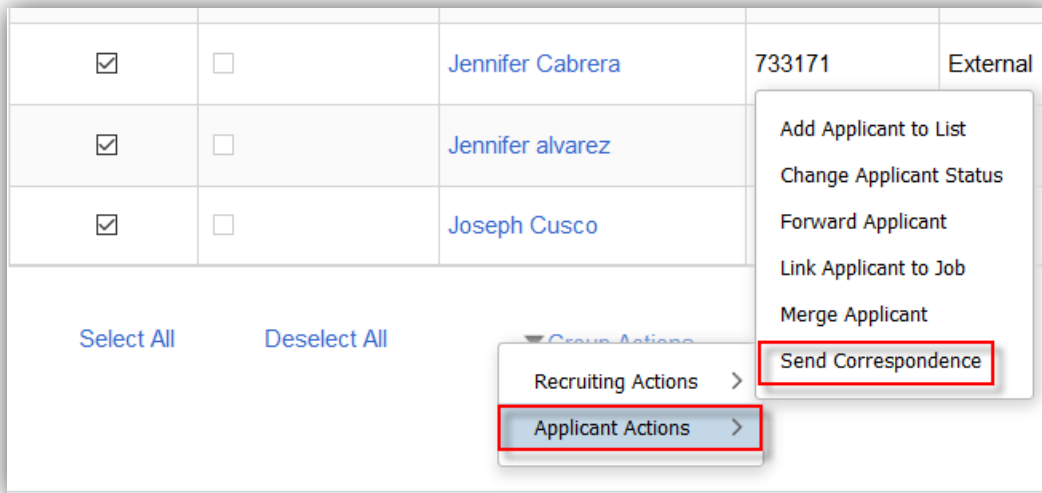
On the top right corner, click on the Navigator Menu 

On the Navigator Menu, click on Recruiting > **Search** Job Openings



Step 3: “Not Selected” correspondence email

1. Select all applicants or only those Reviewed or in Rejected Disposition (everyone but the finalist(s) to be hired)
2. Select Group action > Applicant actions > Send Correspondence
3. Leave Contact Method at “Email”
4. Select Letter type: **“Not Selected by HM Letter” only** (Do not select any other options)
 - ✓ If you need to withdraw/close a job opening, you MUST notify your Recruiter at hirestudents@fiu.edu who will manually close and send withdrawn correspondences.



Toolkit 4

Message Type and Method

*Contact Method

Letter

Recipient Information

To

Cc

Bcc

Dropdown Menu:

- Acknowledgement Letter
- Applicant Rejection Letter IR
- Conditional Letter
- Conditional Offer Admin/Staff
- No Openings Letter ANO
- Not Selected by HM Letter**
- Search & Screen Letter
- Student/Temp Job Offer New SO
- Student/Temp Job Offer Return
- Withdrawal Letter

Tip: To see a preview of the email, you must **Enter a Subject: "Posting title - Job ID#"**.

Note: If you leave yourself copied, you will get one email for every applicant.

Manage Job Opening | Send Correspondence

Recipient Information

To

Cc Find

Bcc Find

Include Interested Parties

Sender Information

From Hiring Manager

Message

*Subject

*Access

Attachments

No attachments have been added to this Correspondence