Toolkit 4

Send Not Selected Correspondence to Applicants

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Step 1: Login

Go to 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 > <u>Search</u> Job Openings

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	Set Up HCM	>

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 <u>hirestudents@fiu.edu</u> who will manually close and send withdrawn correspondences.

		Jennifer alvarez	73309
		Joseph Cusco	72668
Select All Deselect All		▼Group Actions	

		Jennifer Cabrera	733171 External
		Jennifer alvarez	Add Applicant to List Change Applicant Status
		Joseph Cusco	Forward Applicant
Select All	Deselect All	Recruiting Actions	Merge Applicant Send Correspondence
		Applicant Actions	>

lessage Type and	d Method				
*Contac	ct Method	Email			
	Letter	Not Selected by HM Letter]		
ecipient Informa	tion	Acknowledgement Letter Applicant Rejection Letter IR Conditional Letter Conditional Offer Admin/Staff			
То	Carmen M Narbona, J	No Openings Letter ANO Not Selected by HM Letter	Sheyla Maangelica		
Cc	hrtstuser@	Student/Temp Job Offer New SO Student/Temp Job Offer Return		₽ ∕∕ Find	
Rec		Withdrawal Letter		(J	

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.**

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То					
Cc	と と Find				
Bcc	الع) Find				
	Include Interested Parties				
O and an Information					
Sender Informatio					
From	Hiring Manager				1
Message					- 1
*Subject	Student Learning Assistant - Job ID#523123				
*Access	Public v				
Attachments					- 8
No attachments ha	ve been added to this Correspondence				
Add Attachm	ent				
					- 1
Preview	Send Cancel				
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