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 > 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withdraw/close a job opening, you MUST notify your Recruiter at hirestudents@fiu.edu who will manually close and send withdrawn correspondences.
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.