Send Rejection Correspondence to Applicant Pool

Optional

Table of Contents

• Step 1: Login – page 2
• Step 2: Search Job Offer – page 2
• Step 3: Rejection correspondence email – page 3-4
**Step 1: Login**
Go to [MyHR.FIU.edu](http://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 Opening
Step 3: Rejection correspondence email

1. Select all applicants or only those Reviewed or Rejected (everyone but the candidates 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 (no other option)
   ✓ If you need to withdraw/close a job opening, you MUST notify your Recruiter at temps@fiu.edu.
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.