

Send Not Selected Correspondence to Applicants

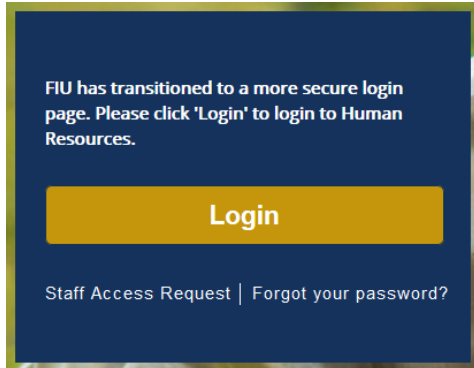
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Toolkit 4

Step 1: Login

Go to MyHR.FIU.edu and login using your My Accounts credentials.

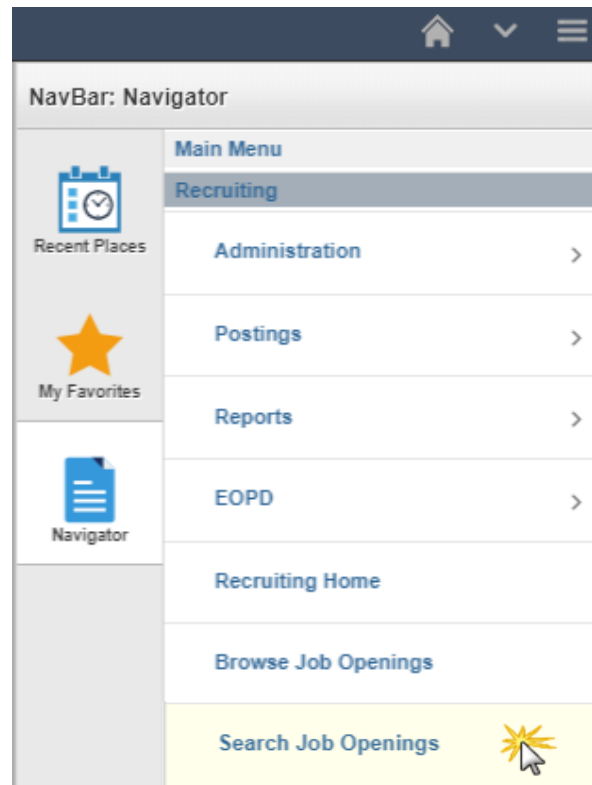
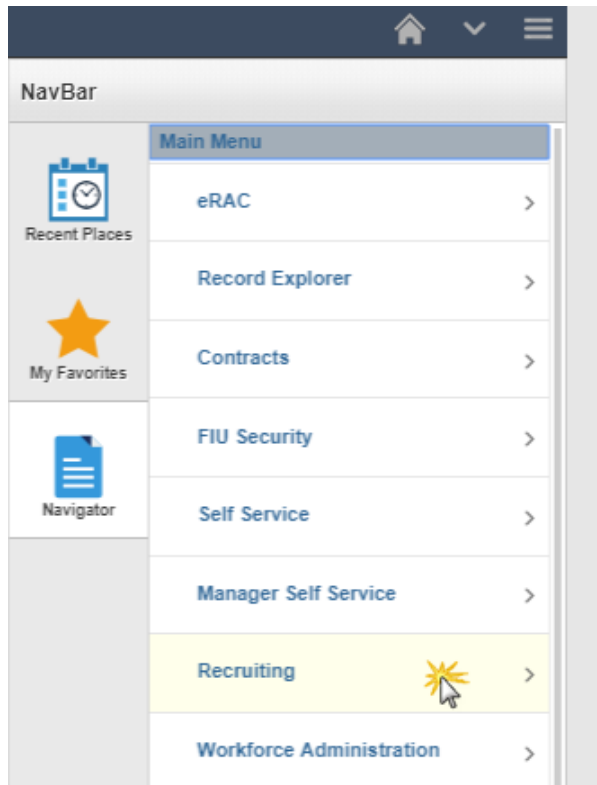


Step 2: Search Job Opening

On the top right corner, click on the Navigator Menu

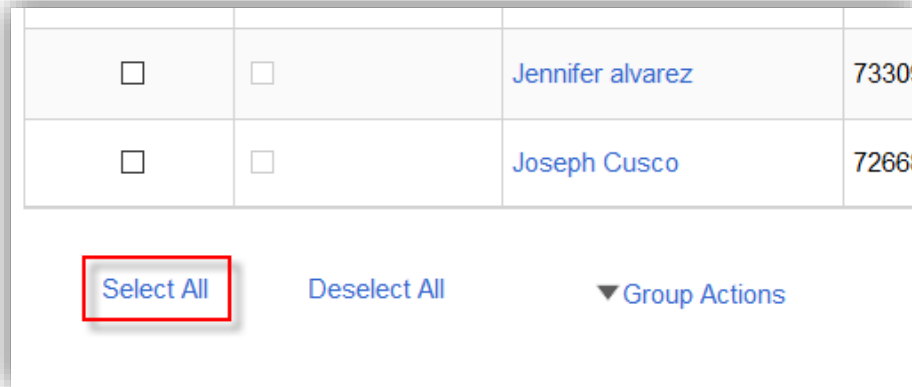


On the Navigator Menu, click on Recruiting > **Search** Job Opening



Step 3: “Not Selected” correspondence email

1. Select all applicants or only those Reviewed or in Rejected Disposition (everyone but the candidates 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 touch any other options)
 - ✓ If you need to withdraw/close a job opening, you MUST notify your Recruiter at temps@fiu.edu who will manually close and send withdrawn correspondences.



The screenshot shows a dropdown menu for 'Message Type and Method'. The 'Contact Method' is set to 'Email'. The 'Letter' dropdown is open, showing options: 'Rejection Letter IR' (highlighted in blue), 'Acknowledgement Letter', 'Conditional Letter', 'No Openings Letter ANO', 'Not Selected by HM Letter' (highlighted in yellow), 'Rejection Letter IR', 'Search & Screen Letter', and 'Withdrawal Letter'. Below the dropdown, the 'Recipient Information' section is partially visible, showing 'To: Gabriel Ve...' and 'Cc: sfelisme@...'.

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.

The screenshot shows the full email composition form. The 'Recipient Information' section includes 'To' (Veronica Canido, asha james, Juan Grajales, Maria Mora, SHUBHAM, HEMANT WAGH, Anel Caba, Tigran, Sneathi, Prasadababu, Aviral), 'Cc', and 'Bcc' fields, each with a 'Find' button. There is a checked box for 'Include Interested Parties'. The 'Sender Information' section shows 'From: Stephanie Felisme'. The 'Message' section has '*Subject: Student Learning Assistant - Job ID#510500' and '*Access: Public'. The 'Attachments' section shows 'No attachments have been added to this Correspondence' and an 'Add Attachment' button. At the bottom, there are 'Preview', 'Send', and 'Cancel' buttons, with 'Preview' and 'Send' highlighted with red boxes.