Create and track applicant emails

Introduction

The document should be followed when sending applicant emails. It also provides navigation guidance to view emails that have been sent to applicants.

What’s changed?
This is new guidance, following the move of the Recruitment functionality from Back Office to Portal in February 2020.

1. Generate emails to applicant

Core Portal > corehr > Recruitment Dashboard > Vacancies

1. Search for your vacancy.

2. From the Actions option, select View Applicants.

![View Applicants](image)

3. From the menu select Generate Email.

4. The Generate Email window opens.

5. Select the relevant Email Template.

- **Note:** Any templates with a prefix of ‘BO’ are templates for letters (not emails), which must be generated in the Back Office (not the Portal).

- **Note:** If you use the email type ‘GENERIC EMAIL TEMPLATE’ you must add an attachment for all recipients of that email.

6. Select the applicant(s) you wish to send the email to, using one of three ways:
The filter option is useful if you have multiple applicants and you want to narrow your search, e.g. by a particular applicant status (see below).

This option allows you to Select All of your applicants who have applied.

You can select/deselect applicants individually.

7. Click **Generate**.

8. The **Email window** opens.
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1. Use the forward and back arrows to flick through the different emails (if multiple applicants were selected).

2. If you are attaching a document and want to send it to all recipients, use this option.

3. The final step is to click Send All Emails.

4. The applicant’s email address will auto populate from their application.

5. The subject will auto populate with the vacancy ID and vacancy description.

6. If you update any text in the body of the email you will need to make the change on every individual email. Use the forward and back arrows to navigate through all the emails.

7. If you only want to attach a document to one of the recipients, use this option.

8. If you have multiple recipients the Send Now option will only send the email you are currently viewing (the remaining emails will not send).

All emails will be sent from a ‘no reply’ central account: HRIS.MAILRETURN@IT.OX.AC.UK. If applicants accidently reply to the email, they will receive an automatic reply.

All email templates will be updated to include:

'Please do not reply to this email, the mailbox it has been sent from is not monitored.'

The email templates prompt departments to enter their own email address in the body text. You will need to update each email sent in that batch.

9. Use the ‘X’ at the top to close the window.

2. Track emails

Core Portal > corehr > Recruitment Dashboard > Vacancies

1. Search for your vacancy.

2. From the Actions option, select View Applicants.
3. Select ⬤ next to the relevant applicant.

4. Click View Details.

5. The Applicant Details window opens.

6. Select the Emails Sent menu.

7. If they have applied for multiple vacancies*, use the vacancy filter to change it from All to your vacancy.

8. To view an email click on the icon.

* Please note, if an applicant has applied for multiple vacancies, you will be able to see the emails sent for all of their vacancies, irrespective of which department sent them. Historical emails sent in the Back Office will not show in the Portal. We appreciate this doesn’t follow our usual departmental security model in the system, however this does comply with GDPR regulations.