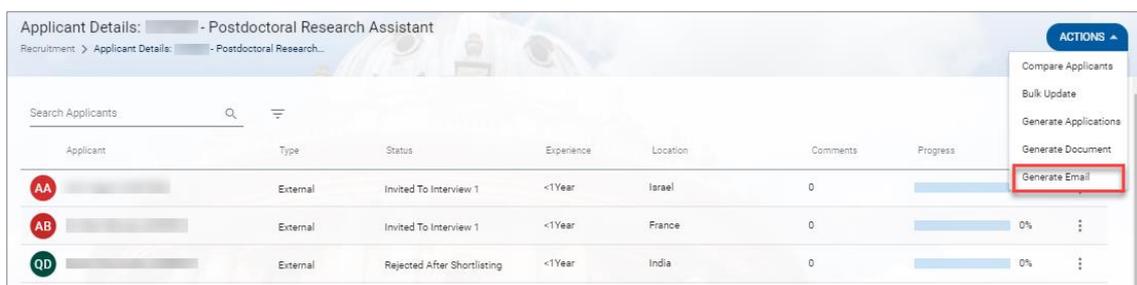


This document should be followed when sending applicant emails. It also provides navigation guidance to view emails that have been sent to applicants.

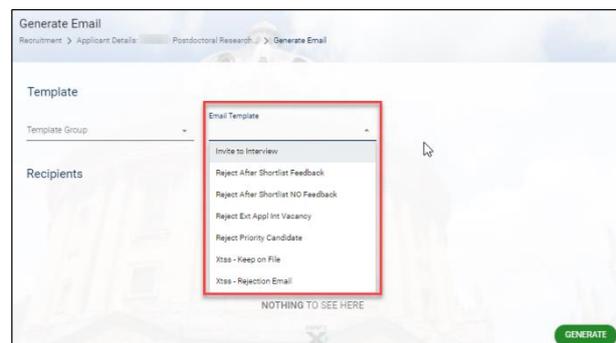
1. Generate emails to applicant

Core Portal > Employee Dashboard > Recruitment > Vacancies

1. Search for your vacancy.
2. From the **ACTIONS** option, select **View Applicants**.
3. Select **Generate Email** from the **ACTIONS**.

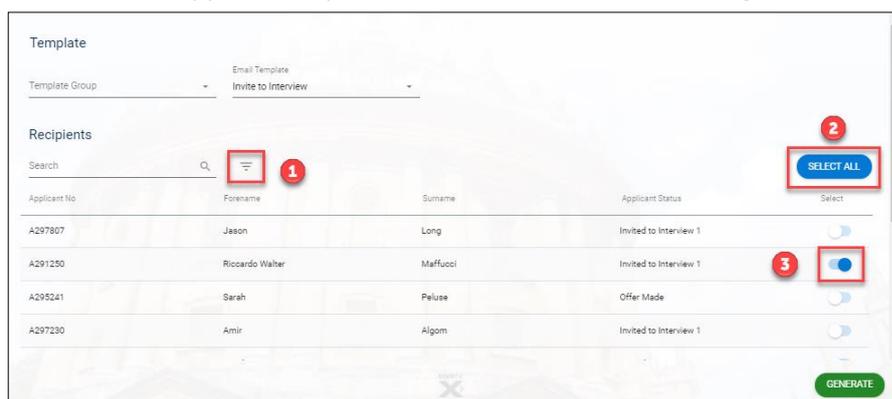


4. The Generate Email screen opens.
5. Select the relevant Email Template.



Note* There is a **maximum number of emails** that can be viewed, edited and sent at the same time. To avoid issues and to be able to view/edit each email before sending, we recommend that you send multiple emails in batches of up to 20 applicants at a time.

6. Select the applicant(s) you wish to send the email to, using one of three ways:



- 1 Use the filter option if you have multiple applicants and wish narrow your search, eg by a particular applicant status.

Filter Recipients

Applicant No	Forename
Surname	Applicant Status Invited to Interview 1 X ▾
Recruitment ID	

RESET
APPLY

- 2 This option allows you to Select All of your applicants who have applied.
- 3 You can select / deselect applicants individually.

7. Click **Generate**. The Generate email screen will open:

Invite to Interview

Recruitment > Applicant Details: 137547 - Postdoctoral Research... > Generate Email > Invite to Interview

ACTIONS

- Attach 2
- Attach to All 3
- Send All Emails 4

PREVIOUS

Applicant No A297807 Forename [redacted] Surname [redacted] Applicant Status INT Recruitment ID 137547

NEXT

To* 5

xxxxx@gmail.com

Subject* 6

Interview for the post of Postdoctoral Research Assistant137547

Body*

Dear Mr Long,

Thank you for your application for the above position. I am pleased to invite you for an interview on [redacted] at [redacted] to be held at [redacted]. On arrival, please report to the reception and ask for [INSERT REPORT TO NAME]. 7

The interview panel will consist of [INSERT THE NUMBER OF PANEL MEMBERS] members of our departmental management team and questions will be framed around the job description and selection criteria for the post. Your interview will last approximately [INSERT LENGTH OF INTERVIEW eg 45 Minutes].

8
SEND

- 1 Use the next and previous buttons to flick through the different emails (if multiple applicants were selected).
- 2 If you only want to attach a document to **one** of the recipients, select **Attach** from the **ACTIONS** menu.
- 3 If you are attaching a document and want to send it to **all** recipients, select **Attach to all** from the **ACTIONS** menu.
- 4 The **final** step is to click Send All Emails.
- 5 The applicant's email address will auto-populate from their application.

- 6 The subject will auto-populate with the vacancy ID and vacancy description.
- 7 If you need to update **any** text in the body of the email you will need to make the change on **every** individual email. Ensure you click **SAVE** after updating **every individual email**, before using the next and previous buttons to navigate through all the emails.
- 8 If you have multiple recipients the **Send** option will **only** send the email currently in view (the remaining emails will not send).

Note* It is important when creating more than one type of email template that you exit back to the **Applicant details** screen before generating the next template. If this step is missed, the same email template will be created and will not update to the new one selected.

8. Exit all screens using either the white arrow or by clicking on the 'breadcrumbs'.

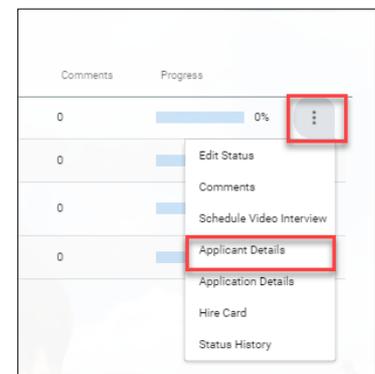
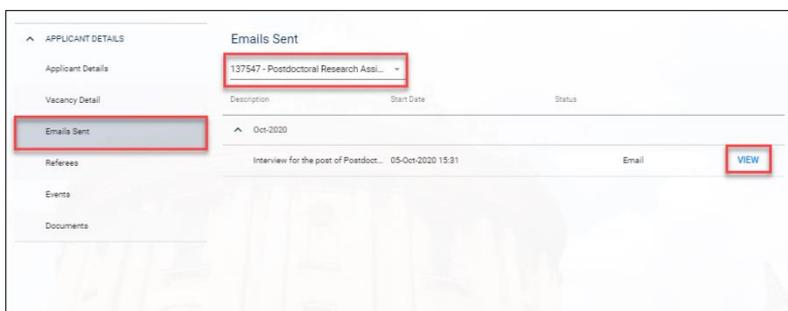
Note* All emails will be sent from a 'no reply' central account: HRIS.MAILRETURN@IT.OX.AC.UK. If applicants accidentally reply to the email, they will receive an automatic reply. All email templates include: *'Please do not reply to this email, the mailbox it has been sent from is not monitored.'*

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.

2. Track emails

Core Portal > Employee Dashboard > Recruitment > Vacancies

1. Search for your vacancy.
2. From the **Actions** option, select **View Applicants**.
3. Click the *ellipsis* next to the relevant applicant and select **Applicant Details**.
4. Select **Emails Sent** from the menu.



5. If they have applied for multiple vacancies* you can use the drop down to change it to another vacancy.

Note* You can only view emails within the department(s) to which you have access.

6. To view an email click **VIEW**.