Sending Emails Through e-Recruitment

There are several points during the recruitment process that you may wish to send emails to the candidate. This can be to invite them to interview, to send rejection correspondence or a free correspondence to give the candidate information about the short-listing process for instance. This guide will focus on inviting candidates to interview, however the process for sending emails through e-Recruitment is the same for all processes.

On the create activity screen for your chosen correspondence, there are two sections.

The top part has the standard notes box you will find on most e-Recruitment activities should you wish to add any notes for reference for yourself or any other recruiters working on the requisition. It also allows for the addition of attachments for your own reference and attachments to be sent out to candidates within the email.
The correspondence part of the activity is where you can edit the contents of the email before emailing it out to candidates. By clicking ‘Change Letter Section’ you can view the email template and make all necessary changes.

Once you have edited the contents of the template, you can preview how the letter looks as if it were being read by the candidate. When you are happy with the contents and presentation, press ‘Send E-Mail’ and then the ‘OK’ button to send the email and close the activity screen.

The activities overview screen will now show that you have created the activity by a green tick in status and that the email has gone out to the candidate with an email icon under the e-Mail column.

Copying and Pasting Text into e-Recruitment Templates

It is important to note that if you are copying and pasting text into e-Recruitment from a text processing application such as Microsoft Word, you must paste your text into Microsoft Notepad first before copying and pasting the text from Notepad into the e-Recruitment template. This is because the e-Recruitment email template can only officially process plain text at this moment in time. Applications such as Word produce documents in rich text and this doesn’t convert well into the plain text template in e-Recruitment and can result in poor formatting when you preview the email. By pasting into Notepad first it will reformat your text and remove any rich text formatting.