

9.2 Sending or Rejecting Correspondence

Purpose: Use this document to send or reject correspondence to job candidates in ctcLink.

Audience: TAM, HR Core, Recruiters.

 You must have at least one of these local college managed security roles:

- ZZ Hiring Manager
- ZZ Interested Party
- ZZ Recruiter
- ZZ Recruiting Admin Local

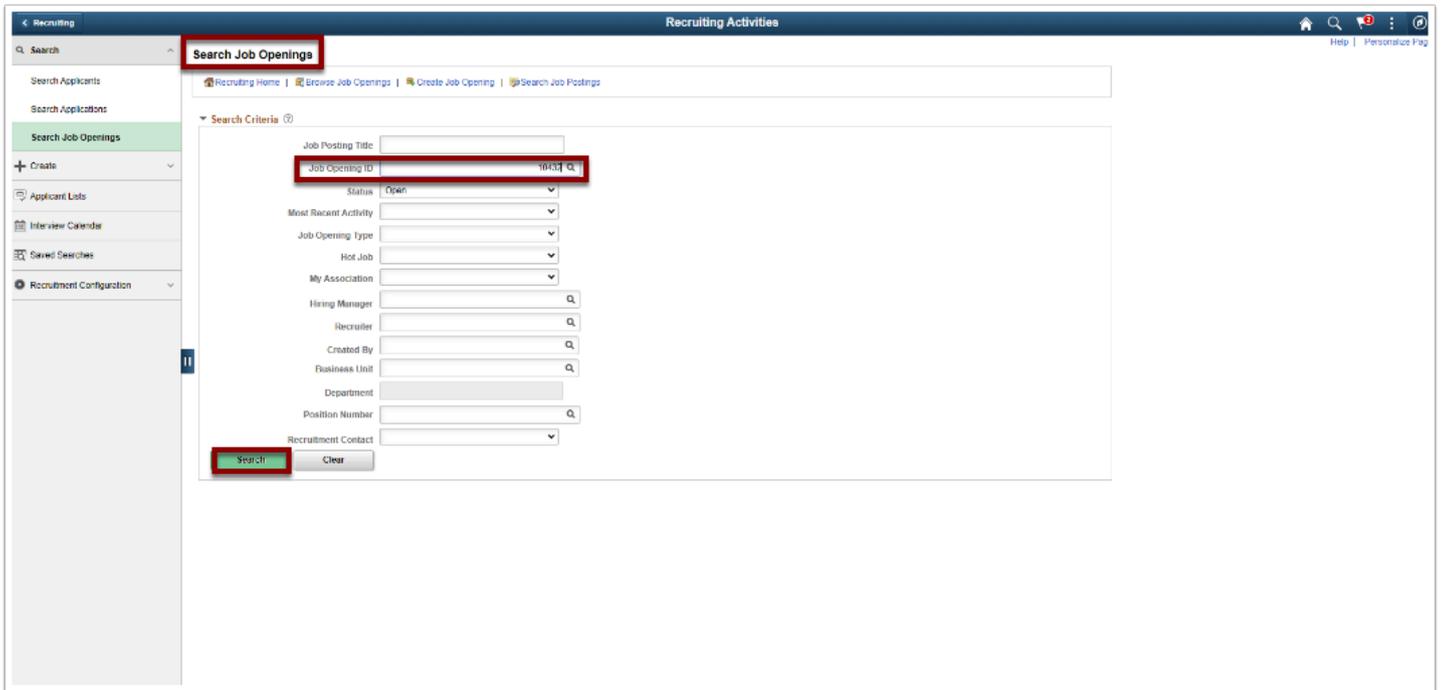
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Sending or Rejecting Correspondence

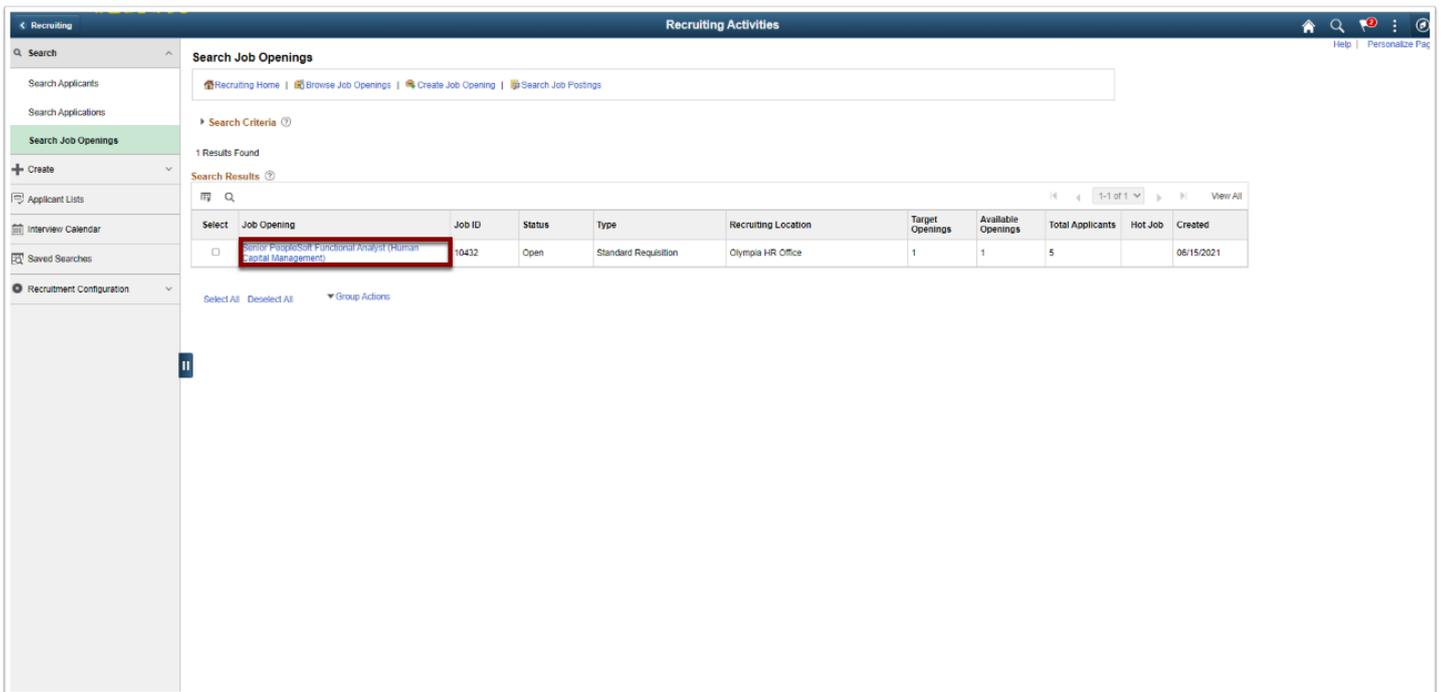
Sending Correspondence

Navigation: NavBar > Navigator > Recruiting > Search Job Openings

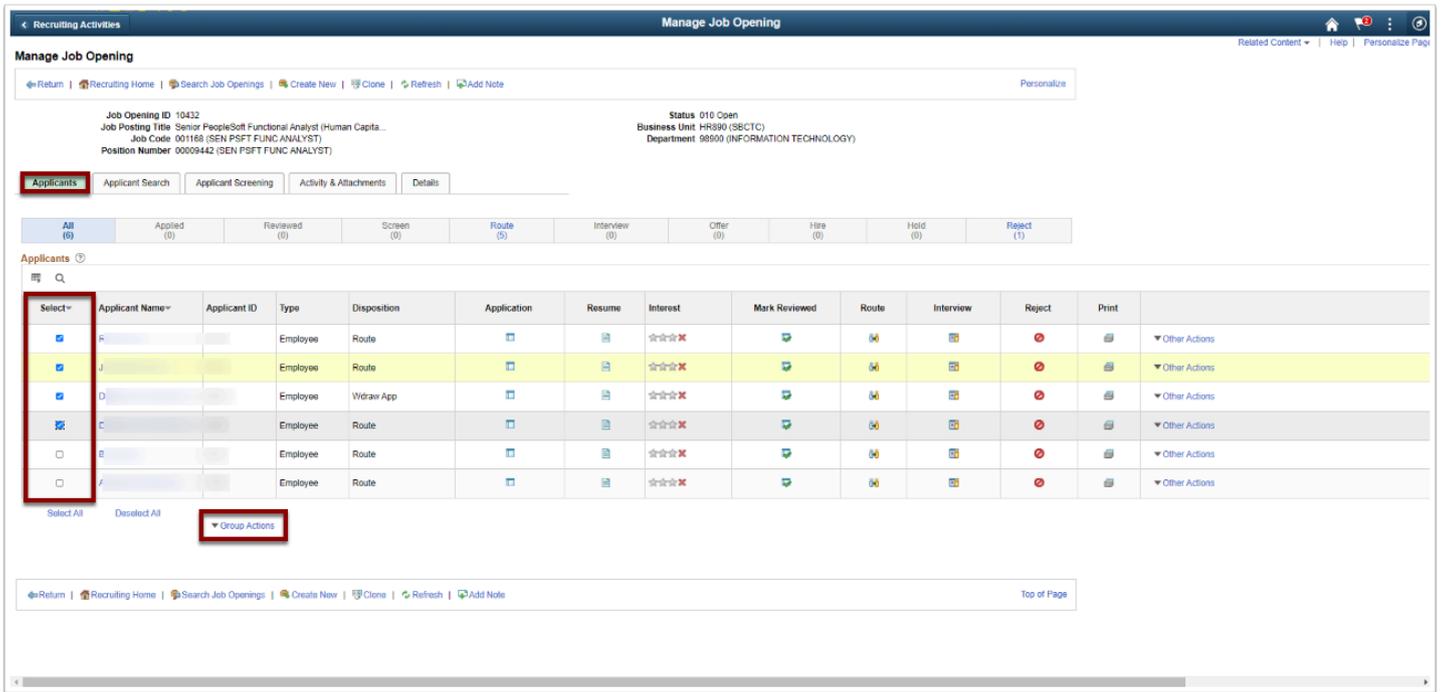
1. The **Search Job Openings** search page displays.
2. Enter the **Job Opening ID**.
3. Select the **Search** button.



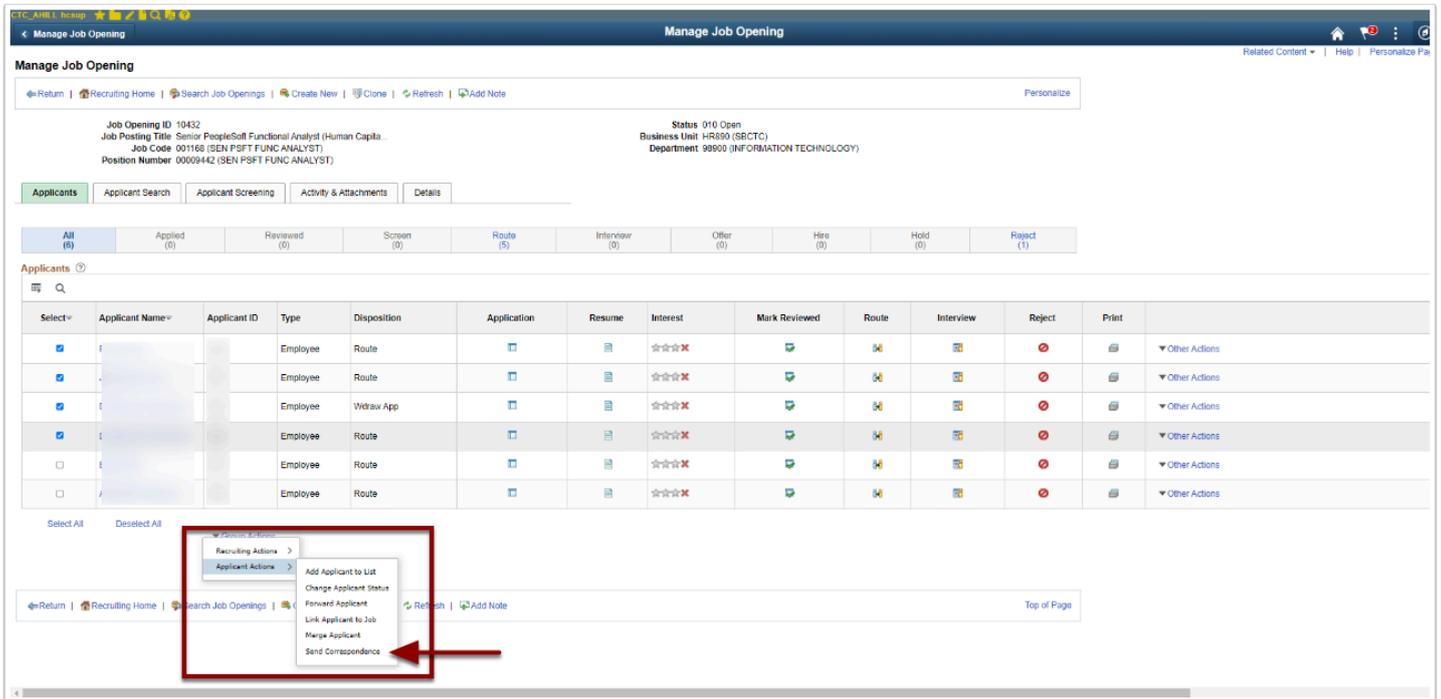
4. The **Search Results** display.
5. Select the **Job Opening** link.



6. The **Manage Job Openings** page displays.
7. On the **Applicants** tab, select the applicant(s) to send correspondence.
8. Select the **Group Actions** link.



9. The Sub-menu display.
10. Select **Applicant Action**.
11. Select **Send Correspondence**.



12. The **Send Correspondence** page displays.
13. The options are:
 - a. **Recipients**
 - b. **Message Type and Method**
 - c. **Recipient Info**

- d. **Sender Info**
- e. **Message**
- f. **Attachment**

- 14. Select the desired **Message Type and Method** from the drop-down menu.
- 15. Add **Recipient Information**.
- 16. Add **Message** for the applicant.

Send Correspondence

The access setting affects who can see the applicant role that correspondence creates.
Private correspondence can only be seen by the applicant.
Public correspondence that is not associated with any job openings is visible to all users.
Public correspondence that is associated with job openings is visible to the job openings' hiring teams and creators. It is also visible to administrators and any other users who have unrestricted access to all applicant data.

Recipients

| ID | Applicant Name | Job Opening |
|----|----------------|---|
| R | | 15432 - Senior PeopleSoft Functional Analyst (Human Capital Management) |
| J | | 15432 - Senior PeopleSoft Functional Analyst (Human Capital Management) |
| C | | 15432 - Senior PeopleSoft Functional Analyst (Human Capital Management) |

Message Type and Method

*Contact Method: Email
Letter

Recipient Information

To: [Field]
Cc: them_ghr_1@peoplesoft.com Find
Bcc: [Field] Find

Include Interested Parties

Sender Information

From: Madison Andrews

Message

*Subject: [Field]
*Access: PUBLIC
*Message: [Text Area]

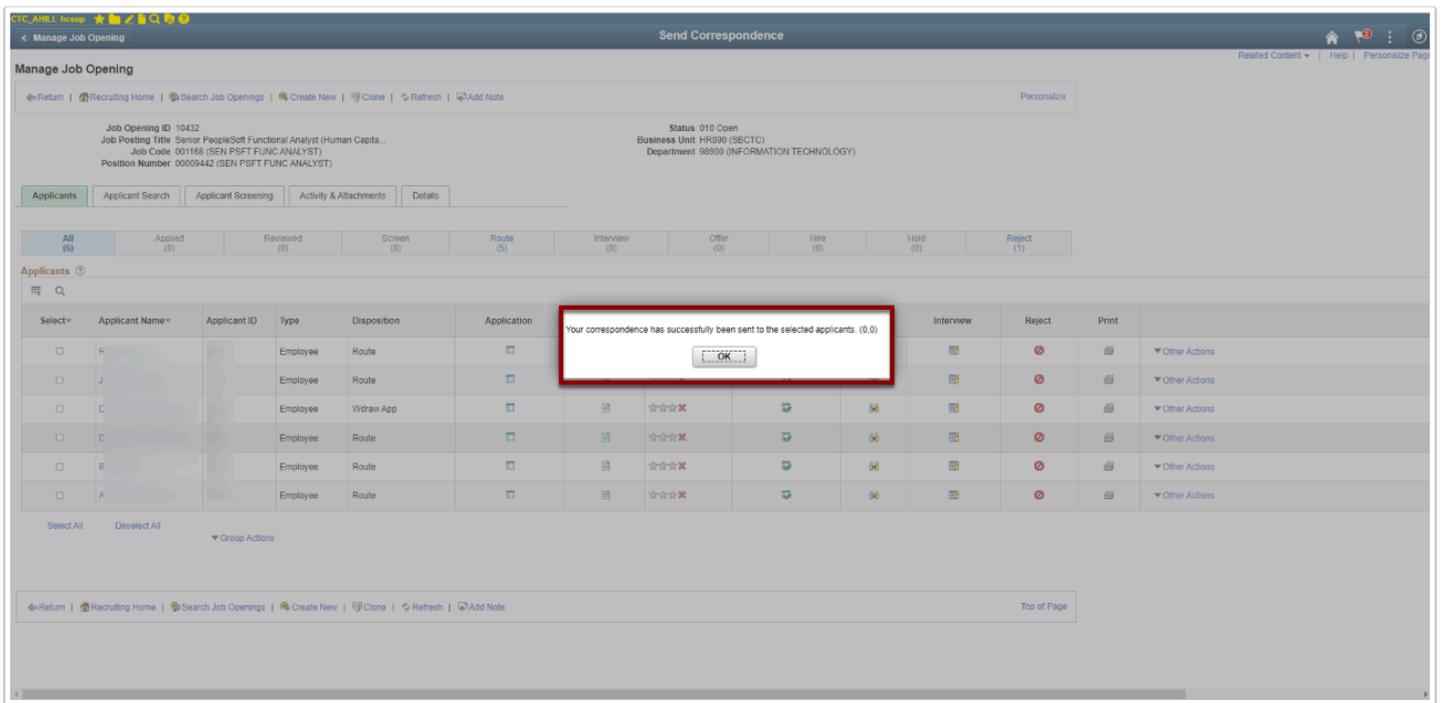
Attachments

No attachments have been added to this Correspondence.

Add Attachment

Preview Send Cancel

- 17. Preview the **Message**, then select **Submit**.
- 18. A confirmation message displays; review and select the **OK** button to close.

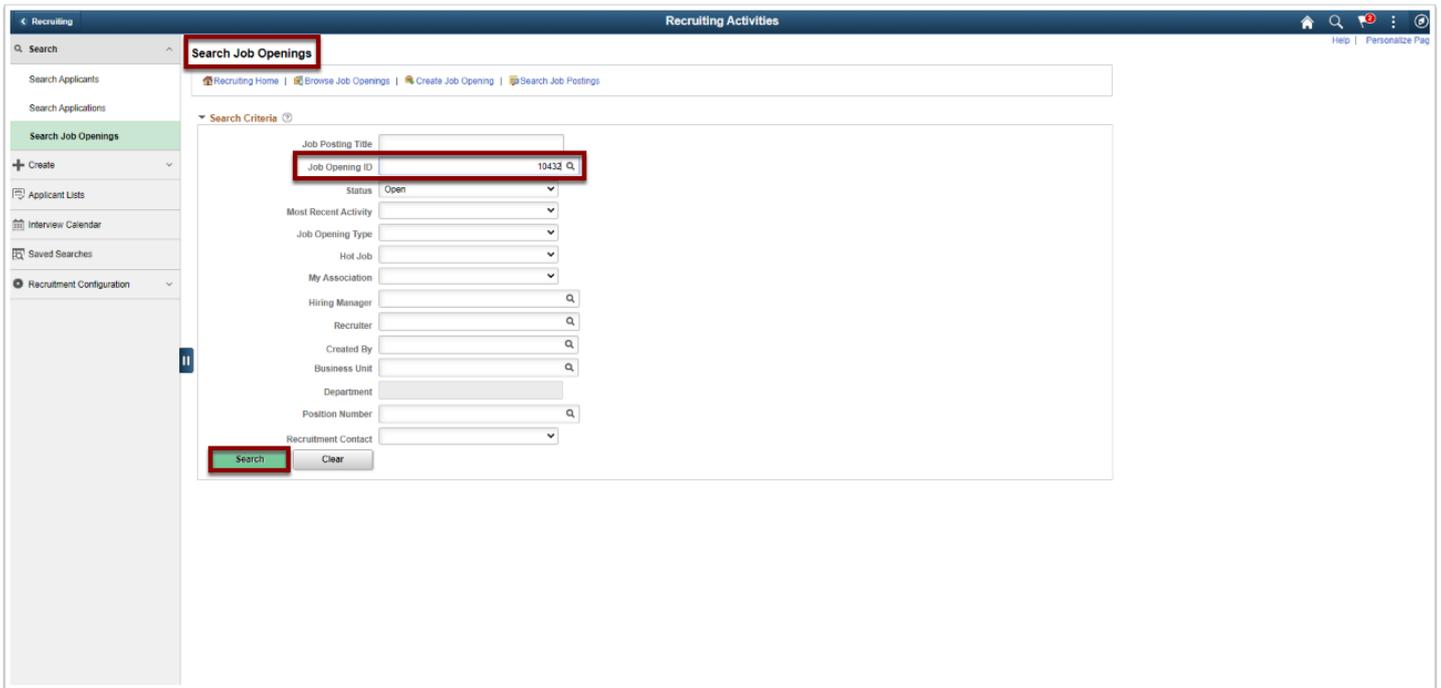


19. Sending a Correspondence process is complete.

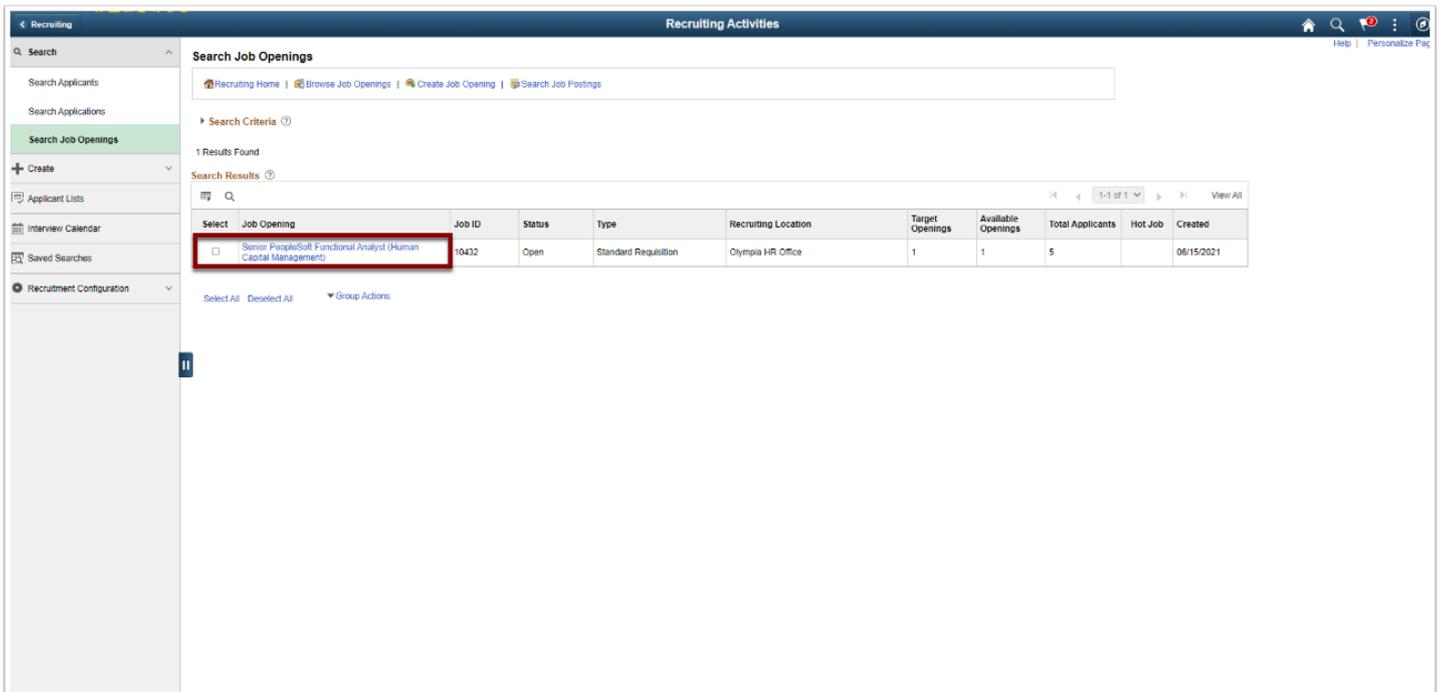
Rejecting Correspondence

Navigation: NavBar > Navigator > Recruiting > Search Job Openings

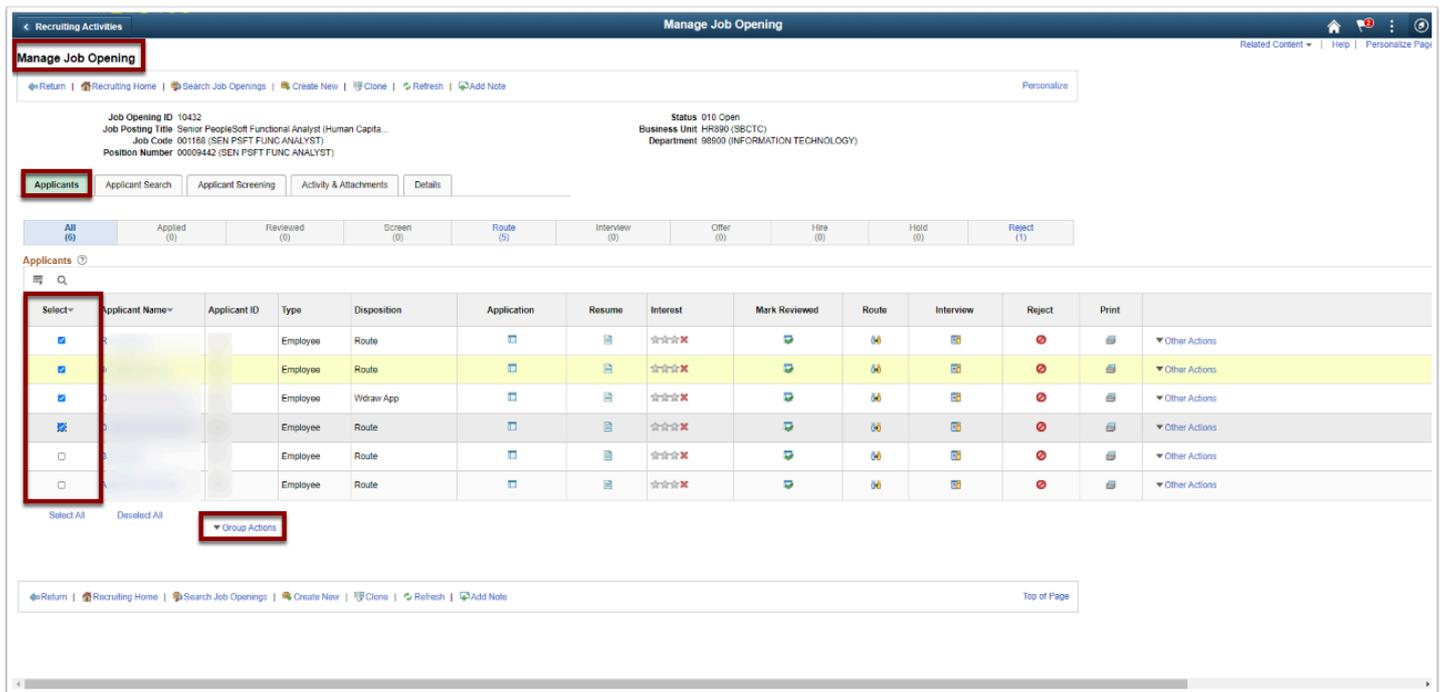
1. The **Search Job Openings** page displays.
2. Enter the **Job Opening ID**.
3. Select the **Search** button.



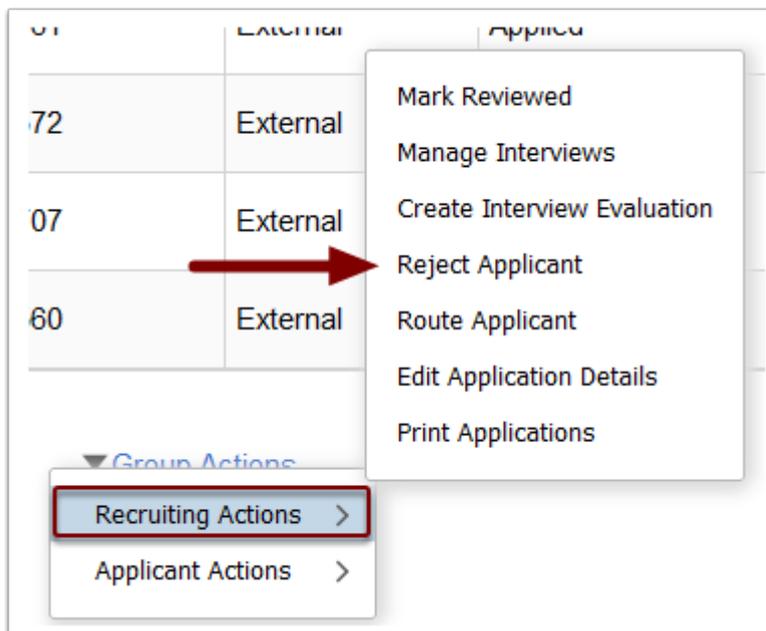
4. The **Search Results** displays.
5. Select the **Job Opening** link.



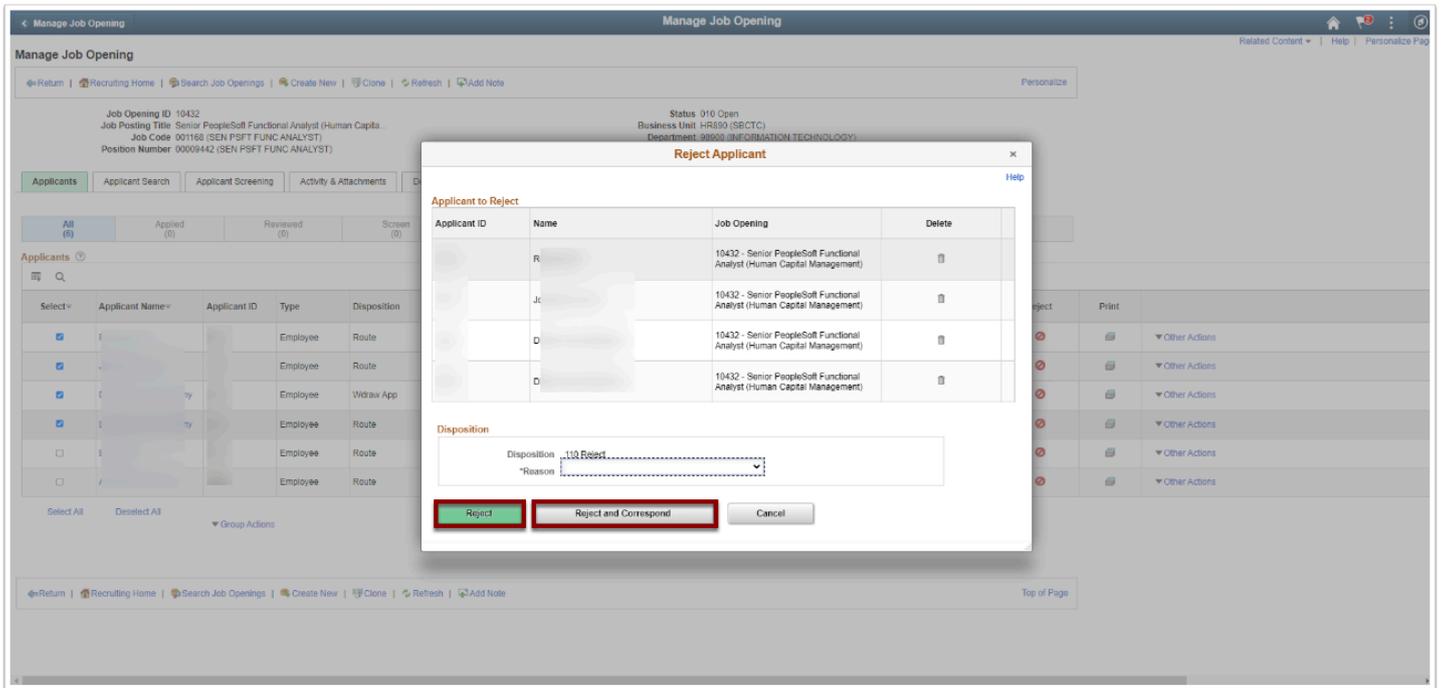
6. The **Manage Openings** page displays.
7. From the **Applicants** tab, select the applicant(s) to send correspondence.
8. Select the **Group Actions** link.



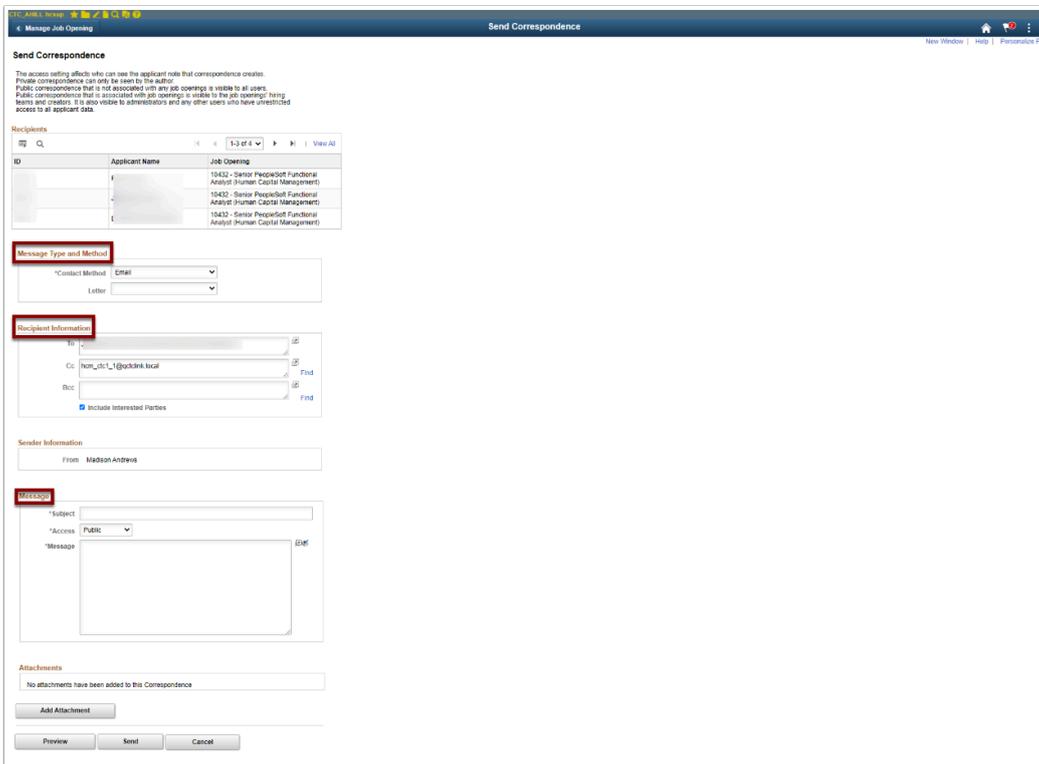
9. Select **Recruiting Action**.
10. Select **Reject Applicant**.



11. The **Reject Applicant** page displays the applicants selected and the disposition.
12. Select the desired **Reason** from the drop-down menu.
13. Select the **Reject or Reject and Correspond** button.



14. The **Send Correspondence** page displays.
15. Select the **Message Type** and **Method** from the drop-down menu.
16. Add **Recipient Information**.
17. Add **Message** for the applicant.



18. A message will appear, review and select the **OK** button.
19. Select **Submit**.
20. A message page displays.

21. Select the **OK** button.

STC, ANML, Home

Manage Job Opening

Send Correspondence

Related Content | Help | Personalize Page

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note

Personalize

Job Opening ID 10432 Status 010 Open
Job Posting Title Senior PeopleSoft Functional Analyst (Human Capita... Business Unit HR990 (SBCTC)
Job Code 001160 (SEN PSFT FUNC ANALYST) Department 99900 (INFORMATION TECHNOLOGY)
Position Number 00009442 (SEN PSFT FUNC ANALYST)

Applicants Applicant Search Applicant Screening Activity & Attachments Details

All (6) Applied (0) Reviewed (0) Screen (0) Route (5) Interview (0) Offer (0) Hire (0) Hold (0) Reject (1)

Applicants

| Select | Applicant Name | Applicant ID | Type | Disposition | Application | Interview | Reject | Print | Other Actions |
|--------------------------|----------------|--------------|----------|-------------|-------------|-----------|--------|-------|---------------|
| <input type="checkbox"/> | | | Employee | Route | | | | | Other Actions |
| <input type="checkbox"/> | | | Employee | Route | | | | | Other Actions |
| <input type="checkbox"/> | | | Employee | Vetnav App | | | | | Other Actions |
| <input type="checkbox"/> | | | Employee | Route | | | | | Other Actions |
| <input type="checkbox"/> | | | Employee | Route | | | | | Other Actions |
| <input type="checkbox"/> | | | Employee | Route | | | | | Other Actions |

Select All Deselect All Group Actions

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note

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22. Rejecting Correspondence process complete.

23. End of Sending and Rejecting Correspondence procedure.