# 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.

K Recruiting		Recruiting Activities	🟫 🔍 🏓 : 🕖
Q. Search	Search Job Openings		Help   Personalize Pag
Search Applicants	Recruiting Home   😫 Browse Job Open	gs   🤻 Create Job Opening   🏂 Search Job Postings	
Search Applications	▼ Search Criteria (?)		
Search Job Openings	Job Posting Title		
+ Create ~	Job Opening ID	10/33 <sup>†</sup> Q.	
P Applicant Lists	Status	Open 👻	
m Interview Calendar	Most Recent Activity	× v	
5 Saved Searches	Job Opening Type		
Recruitment Configuration      V	My Association	¥	
	- Hiring Manager	Q,	
	Recruiter	Q,	
	Created By	٩	
	Business Unit	٩	
	Department		
	Position Number	Q,	
	Recruitment Contact	Ť	
	Search Clear		

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

< Recruiting				Recruitin	g Activities						<b>ନ</b> ସ୍	
Q. Search ^	Search Job Openings										Help	-
Search Applicants	Recruiting Home   🗟 Browse Job Openi	ngs   🙈 Create Job Opening	Search Job Posti	ngs								
Search Applications	Search Criteria ③											
Search Job Openings	1 Results Found											
+ Create ~	Search Results ③											
Applicant Lists	m, Q							H ( 1-1 o	1 4	> View All		
interview Calendar	Select Job Opening	Job ID	Status	Туре	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created		
Saved Searches	Senior PeopleSoft Functional Analy     Capital Management)	st (Human 10432	Open	Standard Requisition	Olympia HR Office	1	1	5		06/15/2021		
Recruitment Configuration      V	Colori All Decelori All SCRUD Activ	205										
	ounder a province All											

- 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.

< Recruiting	Activities						Manage Jol	Opening							Â		0
Manage Job	Opening													Related Content -	Help	Persona	Jize Page
neturn	Recruiting Home   🦈 Se	earch Job Openings	🔍 Create New	UClone   ORefresh	Add Note						Personalize						
	Job Opening ID 104 Job Posting Title Ser Job Code 001 Position Number 000	132 hior PeopleSoft Fund 168 (SEN PSFT FU 109442 (SEN PSFT F	tional Analyst (Hu NC ANALYST) FUNC ANALYST)	man Capita		1	Status 010 O Business Unit HR890 Department 98900	Den (SBCTC) (INFORMATION TECHNOLO	GY)								
Applicants	Applicant Search	Applicant Screening	ng Activity &	Attachments Details													
All (6)	Applied (0)	1	Reviewed (0)	Screen (0)	Route (5)	Interview (0)	Offe (0)	r Hire (0)		Hold (0)	Reject (1)						
Applicants @	)																
<b>≕</b> Q	-																
Select-	Applicant Name~	Applicant ID	Туре	Disposition	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print					
	F		Employee	Route		8	\$18.92 <b>X</b>	5	6-6	ΓÖ	0	8	▼ Other Actions				
•	J		Employee	Route		8	*** <b>*</b>	Ð	ĜÔ	60	0	8	▼ Other Actions				
	D		Employee	Wdraw App		B	☆☆☆ <b>×</b>		8-8		0	#	♥ Other Actions				
<b>10</b>	0		Employee	Route		8	会会会業	Þ	60	20	0	8	▼ Other Actions				
0	e		Employee	Route		2	会会会 <mark>X</mark>	Þ	60		0	6	▼ Other Actions				
0	<i>(</i> )		Employee	Route		8	****	¢	õõ		0	8	▼ Other Actions				
Select All	Deselect All	▼ Group Actio	ns														
de Return   f	n Recruiting Home   S	earch Job Openings	Create New	r   tgrClone   ScRefresh	l <b>⊌</b> ∂Add Note						top of Page						

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

CTC_AHILL heaup	t ► Z ► Q ₩ Ø						Manage Job	Opening						Related Content +	A Help	Person	elize Pa
←Return   @	Recruiting Home   🦈 Sec	arch Job Openings	🔍 Create Ne	w   평Clone   ✿Refresh	Add Note						Personalize						
	Job Opening ID 1043 Job Posting Title Seni Job Code 0011 Position Number 0000	2 or PeopleSoft Func 68 (SEN PSFT FU 19442 (SEN PSFT F	tional Analyst (Hi NC ANALYST) FUNC ANALYST)	uman Capita			Status 010 Op Business Unit HR890 Department 98900 (	an (SBCTC) INFORMATION TECHNOLO	GY)								
Applicants	Applicant Search	Applicant Screenin	Ig Activity	& Attachments Details													
All (6)	Applied (0)	F	Reviewed (0)	Screen (0)	Route (5)	Interview (0)	Offer (0)	Hire (0)		Hold (0)	Reject (1)						
Applicants ③																	
щQ																	
Select~	Applicant Name~	Applicant ID	Туре	Disposition	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print					
	1		Employee	Route		B	会会会 <b>X</b>	0	84	28	0	6	▼ Other Actions				
•			Employee	Route			会会会 <mark>X</mark>		64	20	0	6	▼ Other Actions				
•	1		Employee	Wdraw App		8	会会会 <mark>X</mark>		64	ΞĞ.	0	6	▼ Other Actions				
۲	1		Employee	Route		8	A STATE		84	58	0	8	▼ Other Actions				
	E		Employee	Route		8	会会会 <mark>X</mark>		84	55	0	6	▼ Other Actions				
	1		Employee	Route	•	8	全全全义	9	84	10	0	6	▼ Other Actions				
Select All	Deselect All	Recruiting Action Applicant Action	Add App Add App Change Link App Marge A Send Co	skant to List Applicant Status 4 Applicant Status spatiant to Jais spatiant to Jais Applicant Status spatiant to List Applicant Status spatiant to List Applicant Status spatiant to List Applicant Status spatiant Status spa	교 Add Note						Top of Page						

- 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.

CTC_AHEL besup 🤺	I Q 0 0			
Manage Job Ope	ening		Send Correspondence	A teles Mandae   Help   Encounting
Send Correspor	ndence			new minute i hep [ Personalise
The access setting all Private corresponden Public correspondenc Public correspondenc teams and creators. It access to all applicant	Fects who can see the applicant note that ce can only be seen by the author, ce that is not associated with any job open or that is associated with job openings is or t is also visible to administrators and any t data.	Loorrespondence creates. nings is visible to all uport. visible to the job openings" thring other upers who have unrestricted		
Recipients				
ΠÇ		1-3 of 4 💌 🕨 📕   View All		
ID	Applicant Name	Job Opening		
	R	10432 - Senor PeopleSoft Functional Analyst (Human Capital Management)		
	J	10432 - Senior PeopleSoft Functional Analyst (Human Capital Management)		
	C C	10432 - Senior PeopleSoft Functional Analyst (Human Capital Management)		
Message Type and	d Method			
*Contac	ct Method Email	~		
	Letter	~		
Recipient Informa	tion	2		
10	•			
Cc	hcm_ctc1_1@qctclink.local	End End		
Boe		æ		
	Include Interested Parties	A Find		
Sender Informatio	0			
From	Madison Apfress			
message				
* Subject	Date 11			
*Access	Public V	50.05		
-Message				
		A		
Attachments				
No attachments h	ave been added to this Correspondence			
Add Atlachn	ment			
Preview	Send	Cancel		

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

anage Job Opening eReturn   @Recruiting Non Job Postin Job Postin Position Ni Applicants   Applicant S	ning ID 10432 ng Title Senior PeopleSoft b Code 001168 (SEN PSF Number 00009442 (SEN P	ings   Create Ne	w   ⊕Clone   ∳I	Refresh   🖓 Add Note						Descention		Related Content -   Help   Personalize F
Return   Recruiting Hon     Job Open     Job Postin     Job     Position Nt     Applicants     Applicant S	ning ID 10432 ng Title Senior PeopleSoft b Code 001168 (SEN PSF Number 00009442 (SEN P	Functional Analyst (H	w   ₩Clone   ΦI	Refresh   🖗Add Note						Decembra		
Job Open Job Postin Job Position N Applicants Applicant S	ning ID 10432 ng Title Senior PeopleSoft b Code 001168 (SEN PSP Number 00009442 (SEN P	Functional Analyst (H								Personalize		
Applicants Applicant S		SFT FUNC ANALYST	)			Status 010 0 Business Unit HR85 Department 9890	Open 90 (SBCTC) 0 (INFORMATION TECHNOL	.OGY)				
	Search Applicant Sc	eening Activity	& Attachments	Details								
All (6)	Applied (0)	Reviewed (0)	Screen (0)	Route (5)	Interview (0)	01	fer Hire 0) (0)		Hold (0)	Reject (1)		
pplicants 💿												
Select ··· Applicant N	Name~ Applicant	ID Type	Disposition	Application	Veut comercande	nce has successfully l	was cant to the calacted and	icante (0.0)	Interview	Reject	Print	
O F		Employee	Route				OK ]	icanto. (0,0)		0	8	▼ Other Actions
J		Employee	Route					_		0	8	▼ Other Actions
		Employee	Wdraw App		8	会会会 <b>X</b>	5	6-6	10	0	8	♥ Other Actions
		Employee	Route		8	2222X	Þ	Ĝô	-	0	6	▼ Other Adions
0 8		Employee	Route			会会会来		ēð	•••	0	6	▼ Other Actions
0 A		Employee	Route		8	***	Þ	õõ		0	6	▼ Other Actions
Select All Deselect	ict All v Group	Actions										
Return   MRecruiting Hon	ome   🦈 Search Job Ope	nings 📔 🧠 Create Ne	aw   🐨 Clone   🌣	Refresh   🖓 Add Note						Top of Page		

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.

< Recruiting		Recruiting Activities	🏫 Q. 🏴 E 🙆
Q. Search	Search Job Openings		Help   Personalize Pag
Search Applicants	n Recruiting Home   📾 Browse Job Openings   🔍 Create Job Opening   👼 Search Job Postin	ps	
Search Applications	× Search Criteria (?)		
Search Job Openings	Job Posting Title		
+ Create ~	Job Opening ID 10432 Q		
R Applicant Lists	Status Open 🗸		
1 Interview Calendar	Most Recent Activity		
Saved Searches	Hot Job		
Recruitment Configuration	My Association		
	Hiring Manager Q		
	Recruiter		
	Created By		
	Business Unit Q		
	Department		
	Position Number Q		
	Recruitment Contact		
	Search Clear		

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

< Recruiting			Recruitin	g Activities						<b>^</b>	२ 👎 : 🕫
Q. Search ^	Search Job Openings										Help   Personalize Pag
Search Applicants	ng Recruiting Home   🗃 Browse Job Openings   🔍 Create J	Job Opening   👼 Search Job	Postings								
Search Applications	Search Criteria ③										
Search Job Openings	1 Results Found										
+ Create ~	Search Results ①										
C Applicant Lists	m, Q						H ( 1-1 of	1 🖌 🕨	▶ View All		
interview Calendar	Select Job Opening	Job ID Status	Туре	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created		
Saved Searches	<ul> <li>Senior PeopleSoft Functional Analyst (Human Capital Management)</li> </ul>	10432 Open	Standard Requisition	Olympia HR Office	1	1	5		06/15/2021		
Recruitment Configuration	Select All Deselect All Group Actions	_									
	"										

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

< Recruiting	Activities							Manage	Job C	Opening						Deleted Content -	Â		0
Manage Job	Opening															Related Content +	нер	Person	aiize Mage
<b>∉</b> ⊧Return   †	Recruiting Home   🦈 S	earch Job Openings	🔍 Create Nev	v   I Clone	Refresh	Add Note							Personalize						
	Job Opening ID 10 Job Posting Title Se Job Code 00 Position Number 00	432 nior PeopleSoft Func 1168 (SEN PSFT FUI 009442 (SEN PSFT F	tional Analyst (Hu NC ANALYST) FUNC ANALYST)	ıman Capita			I	Status 0 Business Unit H Department 9	10 Open IR890 (SI I8900 (INI	BCTC) FORMATION TECHNOLOG	GY)								
Applicants	Applicant Search	Applicant Screenin	g Activity 8	& Attachments	Details														
All (6)	Applied (0)	F	Reviewed (0)	Scr ((	een ))	Route (5)	Interview (0)		Offer (0)	Hire (0)		Hold (0)	Reject (1)						
Applicants (	)																		
<b>馬 Q</b>	-																		
Select~	Applicant Name*	Applicant ID	Туре	Dispositio	n	Application	Resume	Interest		Mark Reviewed	Route	Interview	Reject	Print					
•	8		Employee	Route			8	索查查 <b>X</b>			66	60	0	6	▼ Other Actions				
	-		Employee	Route			B			9	õõ	60	0	8	Other Actions				
•	P		Employee	Wdraw App			B	승승승 <mark>X</mark>			80		0	#	▼ Other Actions				
52	þ.		Employee	Route				会会会業			80		0	8	Other Actions				
0	8		Employee	Route				全全全 <b>X</b>			80	10	0	6	▼ Other Actions				
0			Employee	Route				会会会 <b>X</b>			õõ		0	6	▼ Other Actions				
Select Al	Deselect All	▼ Group Action	15																
4•Return	🖥 Recruiting Home   🦻 S	Search Job Openings	🔍 Create Nev	w   ♥Clone	Refresh	Add Note							Top of Page						
1																			

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

01	LAUTION	Applica
72	External	Mark Reviewed
		Manage Interviews
07	External	Create Interview Evaluation
-	$\rightarrow$	Reject Applicant
60	External	Route Applicant
		Edit Application Details
		Print Applications
(SPOLID /	ctions	
Recruiting	Actions >	
Applicant	Actions >	

- 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.

< Manage Job	Opening						Manage Job Opening				• · · ·
Manage Job	Opening										Related Content -   Help   Personalize Pag
-Return   🕿	Recruiting Home   🦈 S	earch Job Openings	🔍 Create Ne	w   🤫 Clone   🔶 R	efresh   🖓 Add Note				Personalize		
	Job Opening ID 10 Job Posting Title Se Job Code 00	132 nior PeopleSoft Fun 1168 (SEN PSFT FU	ctional Analyst (H JNC ANALYST)	uman Capita		Bu	Status 010 Open siness Unit HR890 (SBCTC) bepartment 39500 (INFORMATION TECHNOLOGY)				
	Position Number 00	009442 (SEN PSFT	FUNC ANALYST				Reject Applicant		×		
Applicants	Applicant Search	Applicant Screen	ing Activity	& Attachments	Applicant to Reie	ct			Help		
All (6)	Applied (0)		Reviewed	Screen (0)	Applicant ID	Name	Job Opening	Delete			
Applicants ③						R	10432 - Senior PeopleSoft Functional Analyst (Human Capital Management)	0			
iii Q Select∞	Applicant Name~	Applicant ID	Туре	Disposition		Jc	10432 - Senior PeopleSoft Functional Analyst (Human Capital Management)	0	eject	Print	
	1		Employee	Route		D	10432 - Senior PeopleSoft Functional Analyst (Human Capital Management)	0	0	6	▼ Other Actions
8			Employee	Route			10432 - Senior PeopleSoft Functional		0	6	▼ Other Actions
8		y D	Employee	Wdraw App		D	Analyst (Human Capital Management)		0	6	▼ Other Actions
8		w >>	Employee	Route	Disposition				0	8	▼ Other Actions
0	1 / ~		Employee	Route		Disposition .110 Reject			0	8	▼ Other Actions
0			Employee	Route		*Reason	<b>*</b>		0	6	▼ Other Actions
Select All	Deselect All	▼ Group Actio	ms		Reject	Reject and Corres	Cancel				
∳nReturn   🥂	Recruiting Home   🦈	earch Job Opening:	s 📔 🛸 Create Ne	evr   '∰Clone   ☆R	efresh   🛱 Add Note				Top of Page		

- 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.

CTC_AIBLL broup 🗰 🗾 🖉 🔍 🖏 🚱	Send Correspondence	New Window Hele Personalize Pe
Send Correspondence		
The access satisfy affects who can see the applicant role that correspondence creates. Provide correspondence that is not associated with any pld openings a visible to all users. Public correspondence that is associated with any pld openings are visible to the pld exempt infrag backs correspondence that is associated with pld opening in the visible to the pld exempt infrag backs correspondence that is associated by pld opening is used to the pld exempt infrag backs correspondence that is associated by administrations and any other uses who have unrestricted access to all applicant date.		
Recipients		
III Q. II → II View A	41	
D Applicant Name Job Opening 10432 - Senior PeopleSoft Functional		
Analyst (Human Capital Management) 10432 - Senior PeopleSoft Functional		
Analyst (Human Capital Management) 10432 - Senior PeopleSolt Functional		
Analyst (Human Capital Management)		
Message Type and Method Contact Remod Emai  Letter		
Recipies biomato		
Sender Information From Madison Anteres		
Microsoft		
Attachments		
No attachments have been added to this Correspondence		
Add Attachment		
Preview Send Cancel		

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

#### 21. Select the **OK** button.

Manage Job Op	ening		_		_	_	Send Corre	spondence	_	_	_	_	A 🎙 : @
anage Job Op	pening												Related Content      Help   Personalize Pa
n Return   🚮 Re	ecruiting Home   🦈 Se	arch Job Openings	🔍 Create Nev	v   ⊕Clone   ∳Refresh	Add Note		Personalize						
Job Opening ID 10432 Job Posting Title Senior PeopleSoft Functional Analyst (Human Capita Job Code Obd 10168 (SEN PSFT FUNC ANALYST) Position Number 00009442 (SEN PSFT FUNC ANALYST)						Status 010 Open Business Unit HR390 (SECTC) Department 98800 (NFORMATION TECHNOLOGY)							
Applicants	Applicant Search	Applicant Screening	ng Activity 8	& Attachments Details									
All Appled Reviewed Screen				Route Interview Offer Hire Hidd Reject						Reject			
pplicants ③													
m, Q						_			_				
Select# /	Applicant Name=	Applicant ID	Туре	Disposition	Application	Your correspondence has successfully been sent to the selected applicants. (0,0)				Interview	Reject	Print	
0 8			Employee	Route		[OK]				0	0	8	▼ Other Actions
			Employee	Route						<b>1</b> 0	0	8	▼ Other Actions
			Employee	Wdraw App		8	会会会X	5	80	8	0	8	▼ Other Actions
			Employee	Route			会会会来		80		0	8	▼ Other Actions
			Employee	Route			全全全X	a contraction of the second se	80		0	6	▼ Other Actions
			Employee	Route		8	全全全 <b>X</b>		0 <del>0</del>		0	6	▼ Other Actions
Select All	Deselect All	▼ Group Actio											
de-Return   @Recruiting Home   @Search Job Openings   @Create New   IICline   © Retresh   @Add Note Top of										Top of Page			

- Rejecting Correspondence process complete.
   End of Sending and Rejecting Correspondence procedure.