CU Careers: Step-by-Step Guide

Sending Correspondence to Candidates

This guide describes how to send correspondence, with or without using a template, in CU Careers. This can be done for a single candidate, or for multiple candidates at one time, at any point in the recruitment process. Correspondence can be sent to up to 150 candidates at a time.

You should use templates for correspondence when communicating with a candidate about the selection process (not selected, still reviewing, meets minimum qualifications or does not meet minimum qualifications).

Sending Correspondence to Candidates Using a Template

This section describes how to send a correspondence using a template to one or more candidates.

1. Click Candidates from the recruiting menu bar.
2. Select the boxes next to the candidates with whom you want to correspond. You can choose one or more candidates (150 maximum)
3. Click More Actions.
4. Click Send Correspondence.
5. Click From template, and then click the button to the right of the From Template field.
6. Click the **Select** button to right of the template you want to use.

7. Choose the correct paragraph for your campus, if listed, and click **Next**; or click **Next** if no paragraphs are provided.

8. Review the message text and click **Edit** to modify the letter.

9. Click **Review All** to see a list of all the candidates who will receive this message.

10. Click **Send**.
Sending Custom Correspondence to Candidates (No Template)

If you don’t want to use a template, you can send custom correspondence.

1. Click **Candidates** from the recruiting menu bar.

2. Select the box for one or more candidates with whom you want to correspond.

3. Click **More Actions**.

4. Click **Send Correspondence**.

5. Click **From scratch**.

6. Click **Next**.

7. Type your subject and message.

8. Click **Send**.