University of Colorado
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EMPLOYEE SERVICES

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.

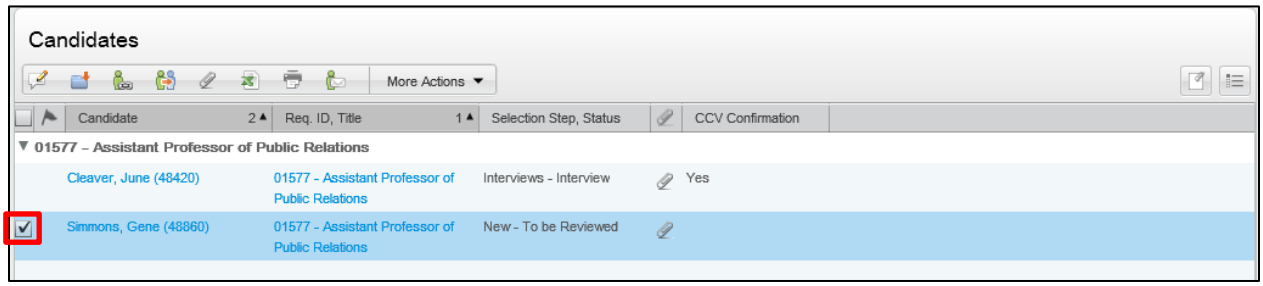
You should use templates for correspondence when communicating with a candidate about the selection process (not selected, still reviewing, meets minimum qualifications or does not meet minimum qualifications).

Sending Correspondence to Candidates Using a Template

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

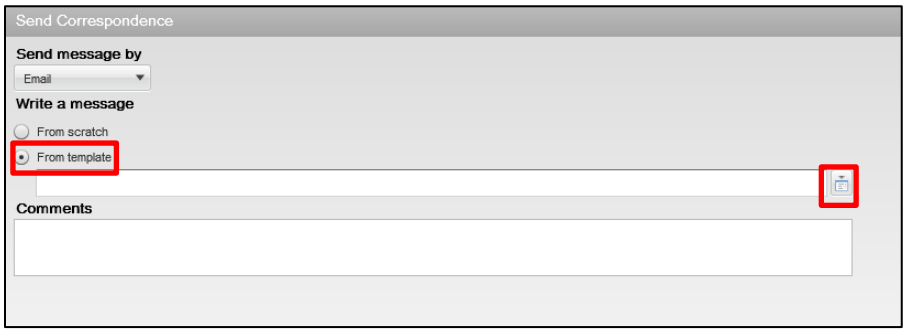
1. Click **Candidates** from the recruiting menu bar.

2. Select the boxes next to the candidates with whom you want to correspond. You can choose one or more candidates (150 maximum)

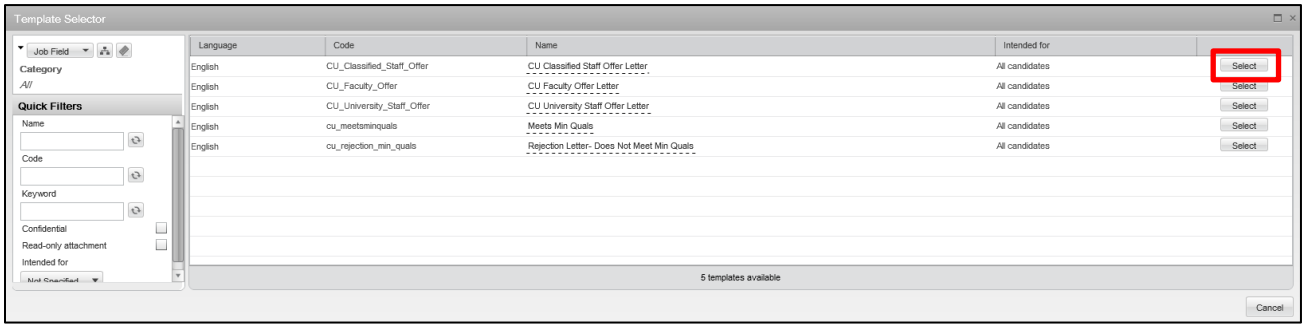


3. Click **More Actions**.

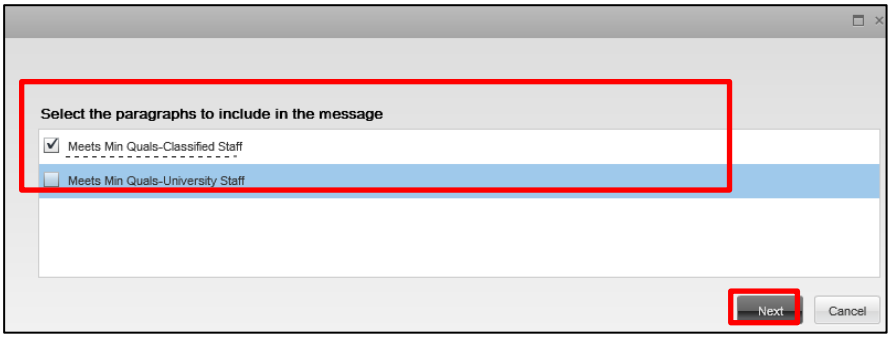
4. Click **Send Correspondence**.
5. Click **From template**, and then click the button to the right of the From Template field.

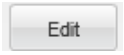


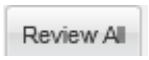
6. Click the **Select** button to right of the template you want to use.



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. 

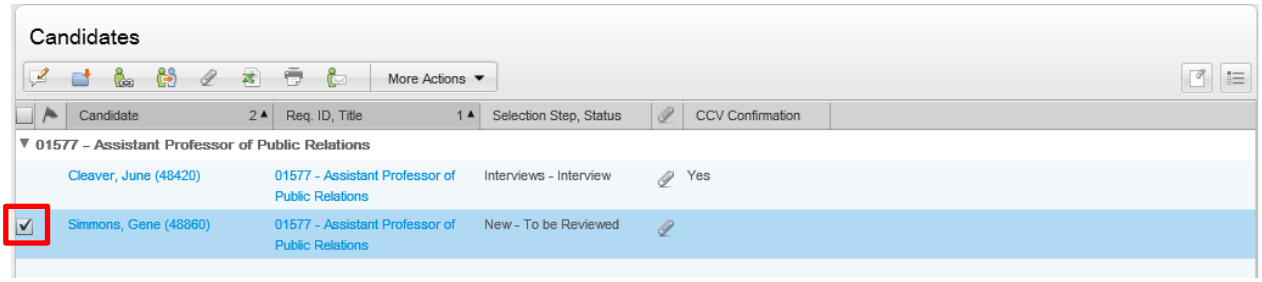
10. Click **Send.**

Sending Custom Correspondence to Candidates (No Template)

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

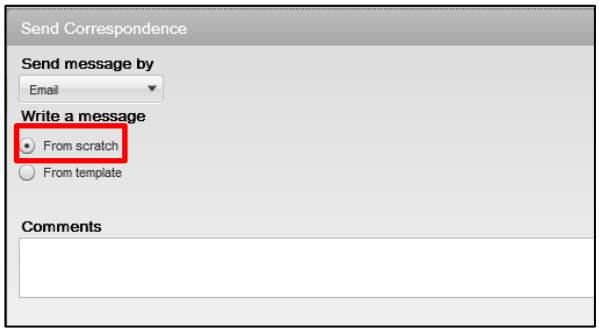
1. Click **Candidates** from the recruiting menu bar.

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

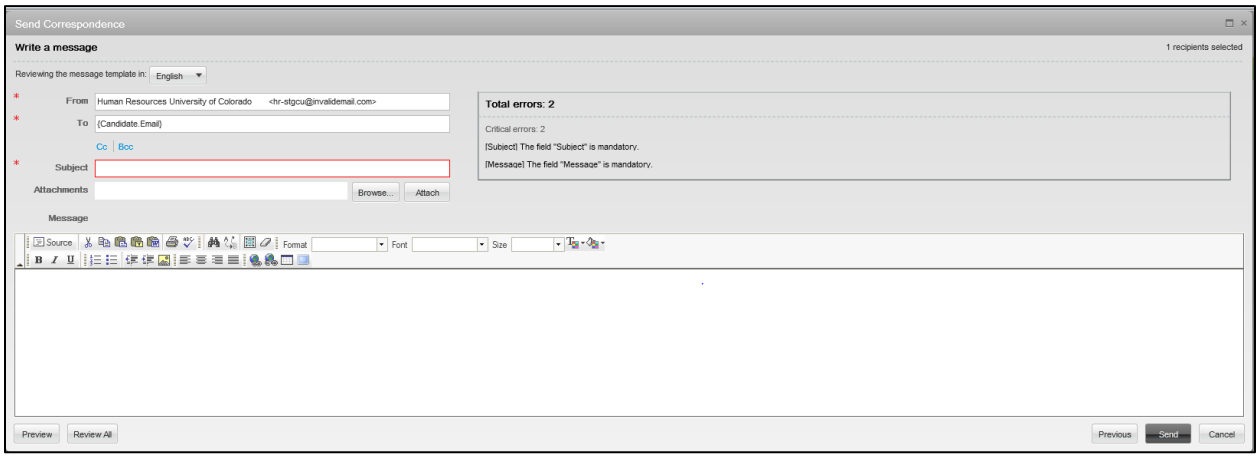


3. Click **More Actions**.

4. Click **Send Correspondence**.
5. Click **From scratch**.



6. Click **Next.**



7. Type your subject and message.
8. Click **Send**.