

Bulk Communicate Guide

Step 1: Open Requisition

- Only those with access to the requisition will be able to use this feature.
- This includes those in the “Hiring Manager” and “HR Administrator” roles.
- Those with hiring manager proxy access (unless they hold one of the other roles) will not have access to this feature.

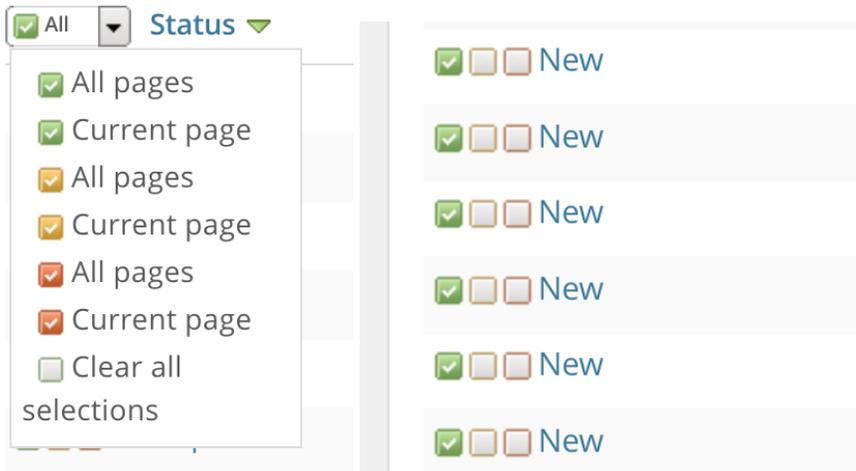
View applications



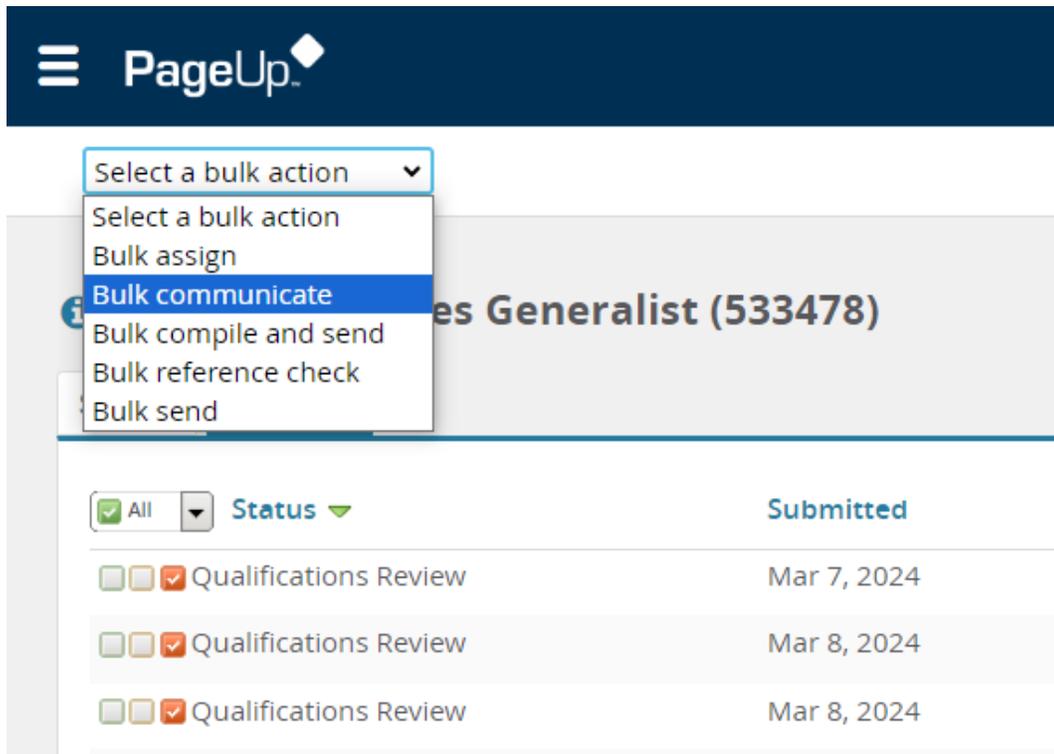
Step 2: Click on “View Applications

Step 3: Select candidates you’d like to communicate with

- You can do this by clicking the check boxes next to the candidates.
- If you’re planning to communicate with everyone, you can select “All pages” from the drop down menu.



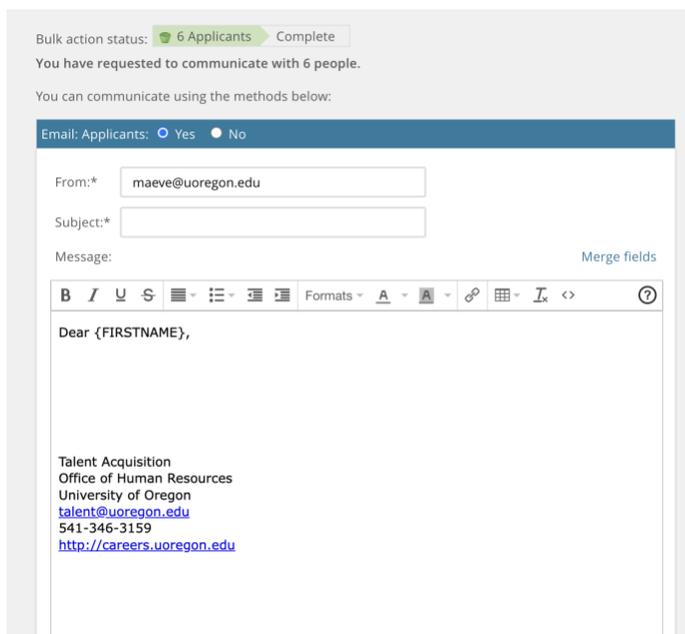
Step 4: Select “Bulk Communicate” from the drop down menu



The screenshot shows the PageUp logo at the top left. A dropdown menu is open, displaying the following options: "Select a bulk action", "Bulk assign", "Bulk communicate" (highlighted in blue), "Bulk compile and send", "Bulk reference check", and "Bulk send". Below the menu, the text "es Generalist (533478)" is visible. A table below shows a list of applicants with columns for "Status" and "Submitted". The table has a header row with "All" and "Submitted" and three rows of data, each with a "Qualifications Review" status and a date (Mar 7, 2024, Mar 8, 2024, Mar 8, 2024).

Step 5: Add a subject and write your message

- TIP! Check to make sure the number of applicants on this page matches with what you selected in the last step.
- You can change the “from” field if you’d like responses or questions to go to someone else.
- Leave “Email Applicants” toggled to yes.
- The “from” email address will populate with yours – if you want it to appear to come from someone else, you can change it.



The screenshot shows the email composition interface. At the top, it says "Bulk action status: 6 Applicants Complete". Below that, it says "You have requested to communicate with 6 people." and "You can communicate using the methods below:". There is a toggle for "Email: Applicants: Yes No". The "From:" field is populated with "maeve@uoregon.edu". The "Subject:" field is empty. The "Message:" field has a rich text editor with a toolbar and the text "Dear {FIRSTNAME},". At the bottom, there is contact information for Talent Acquisition, Office of Human Resources, University of Oregon, including the email "talent@uoregon.edu", phone number "541-346-3159", and website "http://careers.uoregon.edu".

Step 6: Swap out {firstname} with {prefname}

- Highlight {FIRSTNAME}
- Click on “merge fields”
- Click on {PREFNAME} from the list that opens
- Click on Close Window at the bottom of the screen.
- Verify that the merge field has updated to {PREFNAME}

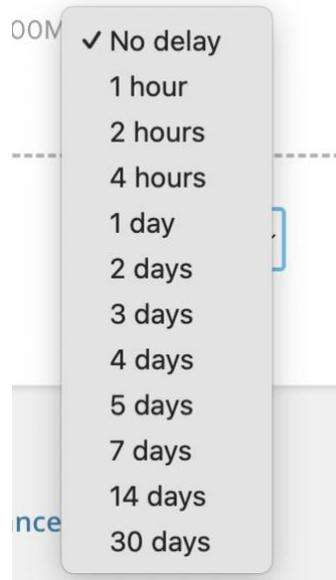
The screenshot shows an email composition window with a merge field selection dialog open. The dialog has a table with the following content:

Field name	Result
{APPLICANTNUMBER}	The applicant's applicant number
{APPLICANTTITLE}	The applicant's title.
{FIRSTNAME}	The applicant's first name. (Use {
{LASTNAME}	The applicant's last name. (Use {S
{PREFNAME}	The applicant's preferred name.

The 'Merge fields' button at the top right of the dialog is circled in red. The 'Close window' button at the bottom left is also circled in red. The text 'Dear {FIRSTNAME},' is visible in the email body, with {FIRSTNAME} highlighted. Below the dialog, the text 'Dear {PREFNAME},' is shown, indicating the result of the merge.

Step 7: Send!

- Prior to sending, you can add documents (e.g. interview questions)
- You can also opt to delay the message by an hour, several hours, up to 30 days.



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- Once you click send the message will go out, so double check that it's exactly as you want it.
- If you've opted to delay the sending – you can find the scheduled email in the applicant profile under scheduled email. You cannot edit it, but you can delete it.

