

Quick Start User Guide

View Emails Sent To Candidates

Prepared By: Reach Support

Strictly Commercial in Confidence





1. About Candidate Emails

Every email sent to relating to the candidates application can be viewed from the Candidate Record Card.

The emails may have been sent by the system or by HR to:

- The Candidate
- The Hiring Manager(s)
- The HR Recruiters
- The Referees

2. Open the Candidate Record Card

To access the Record Card:

- 1. Click anywhere on the candidate's row to access the options bar
- 2. Click Card

Figure 1:

Open the options bar to access the Card button

						➡ Job Selection <a>Physical Actions
Screen 10 Shortlist 1	Selinterview 7	Gffer o 🔛 C	ontract 2 🔒 App	pinted o 🛛 😂 Onbo	oard o	
Candidate	App ID	Application Date	Location	Grade	Score	Stage
Ayesha Gupta	577457 🔄 🚨	22/07/2013 10:38AM	Cosford	****	75%	Screening
Adil Singh	577459 🔄 🚨	22/07/2013 10:29AM	Wolverhampton	****	100%	Screening
Tom Jones	577460 🔚 🚨	22/07/2013 10:22AM	Wolverhampton	***	75%	Screening
Shelly Cutler	577461 🖭 🚨	22/07/2013 10:20AM	Stourbridge	****	100%	Screening
Sharon Mason	577468 🔄 🚨	22/07/2013 10:11AM	Shirley	****	100%	Screening
Card Rec Form	s 📔 < Pro	gress 🔵 ᇢ Reject	Withdraw	🖲 Hold 📘 🖸	Email	Grade : <mark>· </mark>
Delia Smith	577464 📃 🚨	22/07/2013 10:04AM	Wolverhampton	****	75%	Screening
Amy Taylor	577465 📰 🚨	22/07/2013 09:59AM	Wombourne	***	50%	Screening
Ryan Mcbride	577469 🔄 🚨	22/07/2013 09:55AM	Pattingham	****	100%	Screening
Diane Millard	577467 🔄 🚨	22/07/2013 09:51AM	Kidderminster	***	75%	Screening
Harry Brown	577470 🔳 🚨	22/07/2013 09:49AM	Bilston	****	50%	Screening

The record card will open in a new tab.



3. View the Emails

Click the History tab in the record card.

Every email that has been sent to the candidate will appear here.

Figure 2: View emails sent from the History tab

-	Event Date	Actioner
Sent Email Application Form Received	22/07/2013 10:12AM	System
Application Completed	22/07/2013 10:11AM	Sharon Mason
Stage Submit Application Completed	22/07/2013 10:11AM	Sharon Mason
Stage References Completed	22/07/2013 10:11AM	Sharon Mason
Stage Equal Opportunities Completed	22/07/2013 10:11AM	Sharon Mason
Stage Education & Training Completed	22/07/2013 10:11AM	Sharon Mason
Stage Employment History Completed	22/07/2013 10:11AM	Sharon Mason
🖋 Stage About You Completed	22/07/2013 10:11AM	Sharon Mason
🖋 Stage Personal Details Completed	22/07/2013 10:11AM	Sharon Mason
Sent Email Return to Application Email	21/07/2013 10:22PM	Amanda Clark
🥝 Hire Details Confirmed	21/07/2013 10:21PM	Amanda Clark
Application Created	21/07/2013 10:21PM	Sharon Mason

To read the email, click the magnifying glass icon. The email content will open in a new tab.

Figure 3: Clicking the magnifying glass icon opens the email in a new tab

Email		
То	Sharon Mason (smas0@yahoo123.com)	
Subject	Confirmation of Application Form Received	
Dear Sharon,		
Many thanks for	your application to work with our organisation today.	
Our Human Res	purces & Organisational Development team will review your application and consider your suitability for this role.	
We will contact	you in due course to let you know if we are taking your application to the next stage of the recruitment process.	
In the meantime, organisation.	we have attached some additional information relating to the role of Assistant Housing Officer which will provide insight into working for our	
Kind Regards		
ACME plc Recr	uitment Team	
Tel: 01527 57 Fax: 01983 47 Web: <u>www.acr</u> FB: <u>www.fac</u>	4245 1670 be-careers.com beook.com/acme.staff	
		-



3. Resend an Email

To resend an email at any time, click the resend envelope icon.

Figure 4: Click the envelope icon to resend an email

	Event Date	Actioner	
Ø Sent Email Application Form Received	22/07/2013 10:12AM	System	
E Application Completed	22/07/2013 10:11AM	Sharon Mason	
Stage Submit Application Completed	22/07/2013 10:11AM	Sharon Mason	
✓ Stage References Completed	22/07/2013 10:11AM	Sharon Mason	
✓ Stage Equal Opportunities Completed	22/07/2013 10:11AM	Sharon Mason	
Stage Education & Training Completed	22/07/2013 10:11AM	Sharon Mason	
 Stage Employment History Completed 	22/07/2013 10:11AM	Sharon Mason	
🖋 Stage About You Completed	22/07/2013 10:11AM	Sharon Mason	
🖋 Stage Personal Details Completed	22/07/2013 10:11AM	Sharon Mason	
🔯 Sent Email Return to Application Email	21/07/2013 10:22PM	Amanda Clark	Q, E
S Hire Details Confirmed	21/07/2013 10:21PM	Amanda Clark	
Magnetication Created	21/07/2013 10:21PM	Sharon Mason	