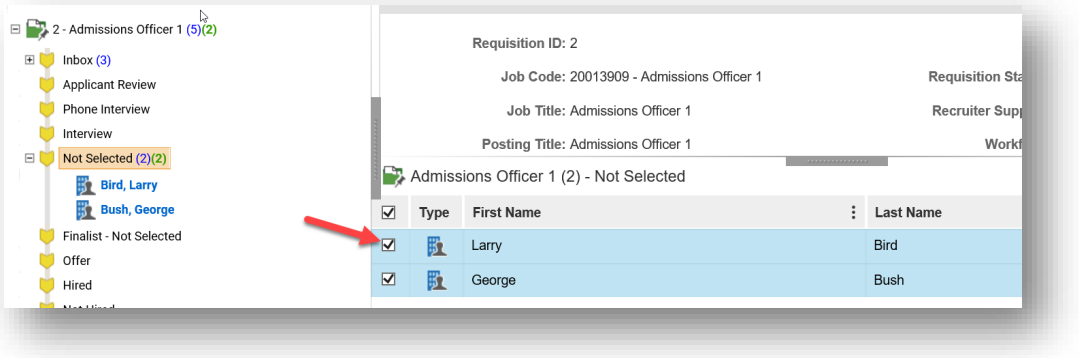
How to Notify Dispositioned Candidates

The following guide is intended for Hiring Managers using the PeopleFluent Applicant Tracking System (ATS) to notify dispositioned candidates that were not hired.

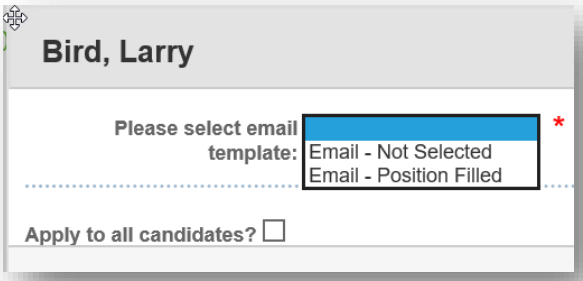
You can notify candidates via email that they were not selected or that a position has been filled by using the **Applicant Communication** folder.

1. To launch the email template, drag one or more candidates from **Not Selected** into the **Applicant Communication** folder at the bottom.

   NOTE: You can drag multiple candidates at once by holding down the "Ctrl" key and selecting multiple names under the folder or by clicking the "Not Selected" folder and checking the checkboxes in the list on the right side. Once checked, drag from anywhere in the light blue rows into the **Applicant Communication** folder.



2. A dialog box will prompt you to choose an email template. See the box below for the different messaging. If you dragged multiple candidates, you will have the option to send the same email to all the candidates that you dragged over. To do this, click the "Apply to all candidates?" check box.



Email – Not Selected – *"We have decided to pursue other candidates for this position…"*

Email – Position Filled – *"This position has been filled…"*

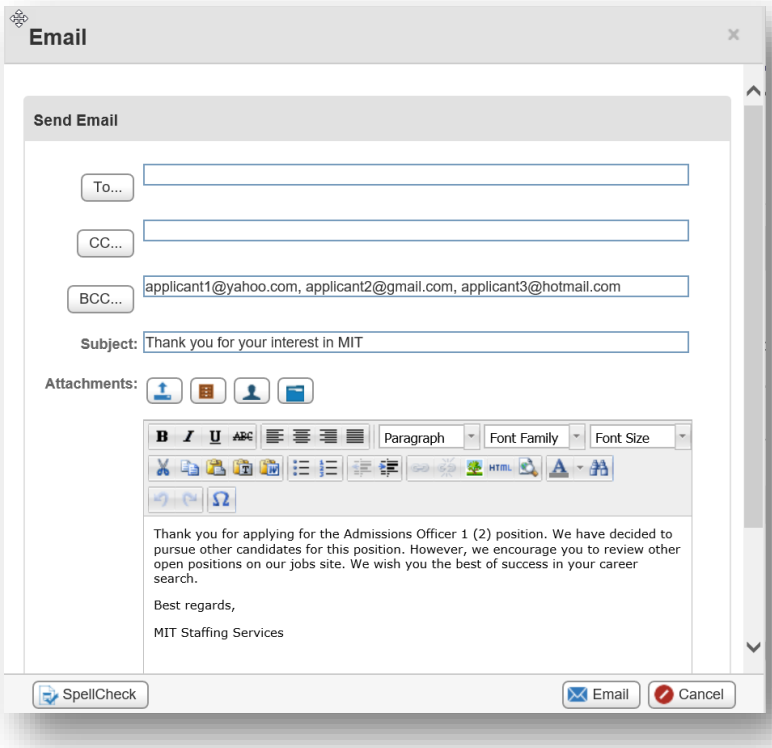
3. A draft of the email will now appear (see next page). The name(s) of the selected candidate(s) will automatically appear in the Bcc field. Avoid using the To field since any email addresses entered here will be seen by other candidates.

   The email is sent from "MIT Talent Acquisition", noreply@mit.edu. The candidate **WILL NOT** see your name or email address in the email, unless you include it in your message.

4. Select **Email** when you are ready to send the email or select **Cancel** if you decide not to send the email.

   IMPORTANT NOTE: If you click Cancel, the candidates will stay in this folder but no email will be sent.

   If you still want to send an email, right click on each of the candidate's name and choose **Undo Last Move** to revert each person to the prior folder. You may then re-drag each candidate to **Applicant Communication** when you are ready to send the message. (Do not drag the candidate back to the prior folder since this could lead to inaccuracies in reporting.)



To… Leave blank. (Any email addresses entered here will be seen by other candidates)

BCC… Candidate name(s) will automatically appear here. Keep them there so you don't expose their email addresses to each other.

NOTE: The email is sent from "MIT Talent Acquisition" noreply@mit.edu. The candidate WILL NOT see your name or email address in the email.

Click **Email** to send the email(s).

If you click **Cancel**, the candidates will stay in this folder but no email will be sent. Use the **Undo Last Move** button to revert each person to the prior folder, and re-drag them to Applicant Communication when you are ready to send the message.

*Again, be sure to use **Undo Last Move** rather than drag the candidates to the prior folder.*

Get Help

More information	https://hr.mit.edu/managers/hiring/ats
Applicant Tracking System Tech Support	ATS-Help@mit.edu
Staffing Assistance	talentacquisition@mit.edu