

Hireserve Training Tip

How to E-mail Candidates

HMP Version 2.0 – October, 2021

1. Log in to [Hireserve Recruitment](#). Click on **Shortlists Have Candidates Awaiting Review** tile or **Shortlists** on the menu bar.
2. Click on **View candidates** of Job to be shortlisted.
3. Check the box for the candidate(s) that are to receive an E-mail.
4. Click on **Options** > Contact > T-502 –E-mail
5. A **Warning** message will appear confirming you want to update the selected candidates' status to **T502- E-mail**. Click **OK**.
6. Using the Default email to send drop-down box, select **E99 – Free text e-mail**.
7. To receive a copy of the E-mail, add your E-mail address to the **CC box**.
8. Enter the message in the E-mail body box. **Do not type over or delete Dear [title] [last_name], or [track_spare1]**
9. Scroll down and click **Preview email**.
10. If OK to send, click **Continue** to send the E-mail.