

Hireserve Training Tip

How to progress Unsuccessful Applications

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.
3. Check the box of the unsuccessful application(s).
4. Click on **Options** > **Reject** > **T031 - Unsuccessful application**
5. A **Warning** will pop up confirming you want to update the selected applicants' Status to **T031- Unsuccessful application**, select **OK**.
6. Use the drop-down box beside **Default email to send** and select **E70 – Reject after application**.
7. Use **CC** to send a copy of the email to yourself, support staff or Senior Administrator, if required. Click **Preview email** to review, then click **Continue**.

The email has been sent to the applicant and the applicants' **Status** has been updated to **T031- Unsuccessful application**.