



Message applicants in Handshake

1. Click **Jobs** from the left navigation bar, locate the relevant job or interview, click on the name of the job then click the **Applicants** tab.

Jobs only viewing jobs created by you [Edit this](#) [Search](#) [Create Job](#)

[Active](#) [Expired](#) [All](#) [Declined](#) [Not Posted](#) [Divisions](#) VIEW BY [School](#) [Job](#)

| ID | Job | Applicants | School | Expires | Status | Campus Interview |
|---------|------------------|------------|-------------------|-----------|----------|------------------|
| 8031449 | Tara test job-WS | 0 | Lehigh University | 7/17/2023 | Approved | No |

Overview Schools Matches [Applicants \(2\)](#) Details

Search

Engagement Invited to apply to this job

Status Pending (2)

Labels

2 Applicants

[Download all](#)

View only those who match my qualifications for

Graduation Date / School Years GPA Majors Work Authorization [Select All](#)

| | Name | School | Status | Work Study Eligible? | Qualifications | Date |
|--------------------------|------------------|-------------------|---------|----------------------|----------------|---------|
| <input type="checkbox"/> | Racquell Student | Lehigh University | Pending | No | 1 of 1 | 7/17/23 |
| <input type="checkbox"/> | Tara McStudent | Lehigh University | Pending | Yes | 1 of 1 | 7/17/23 |

2. On the Applicants page, check the box to the left of each applicant you'd like to connect with. Once the box for at least one applicant is checked, the applicant table column headers are replaced with bulk actions. Click **Select all** to message all applicants.

Search ^

Engagement ⓘ ^

Invited to apply to this role

Status ^

Labels ^

Not Labels ^

Schools ^

Skills ^

Majors ^

Individual Majors ^

Date ^

3 Applicants

Download all ▾

View only those who match my preferences for:

Graduation Date / School Years GPA Majors Work Authorization [Select All](#)

1 of 3 selected [Select all](#) [Message Students](#) [Download applicant packages \(PDF\)](#) [More ▾](#)

| | | | | | | |
|-------------------------------------|------------|----------------|------------|-----------------------|---------|--|
| <input checked="" type="checkbox"/> | Ethan Rice | School of Life | Pending ▾ | 1 of 1 ✔ | 10/7/22 | |
| <input type="checkbox"/> | Carl Kuhn | School of Life | Reviewed ▾ | 1 of 1 ✔ | 10/7/22 | |
| <input type="checkbox"/> | Al Simmons | School of Life | Hired ▾ | 1 of 1 ✔ | 10/7/22 | |

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3. Click on **Message Students** or **Message Applicants** to send the applicant(s) a message. A message popup box will appear on your screen and allow you the ability to create your message.

3 Applicants

Download all ▾

View only those who match my preferences for:

Graduation Date / School Years GPA Majors Work Authorization [Select All](#)

2 of 3 selected [Select all](#) [Message Students](#) [Download applicant packages \(PDF\)](#) [More ▾](#)

| | | | | | | |
|-------------------------------------|------------|----------------|------------|-----------------------|---------|--|
| <input checked="" type="checkbox"/> | Ethan Rice | School of Life | Reviewed ▾ | 1 of 1 ✔ | 10/7/22 | |
| <input checked="" type="checkbox"/> | Carl Kuhn | School of Life | Reviewed ▾ | 1 of 1 ✔ | | |
| <input type="checkbox"/> | Al Simmons | School of Life | Hired ▾ | 1 of 1 ✔ | | |

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Send separately to 2 applications

Ethan Rice X Carl Kuhn X

Subject

Tina from Sprinkle Dreams has sent you a message on Handshake

Message

Heading 1 ▾ B I U A

Insert variable ▾

[Send](#) [Save to Template](#) [Insert Template](#)

4. Compose the desired message, then click **Send** in the lower-left corner of the pop-up.

- Click **Insert Template** to use an existing message template.

The screenshot shows a user interface for managing applicants. At the top, it says "3 Applicants" and has a "Download all" button. Below that, there are filter options: "View only those who match my preferences for:" followed by checkboxes for "Graduation Date / School Years", "GPA", "Majors", and "Work Authorization". A "Select All" link is also present. The applicant list below has three rows: "Ethan Rice" (School of Life, Reviewed), "Carl Kuhn" (School of Life, Reviewed), and "Al Simmons" (School of Life, Hired). A message composition pop-up is overlaid on the right. The pop-up title is "Send separately to 2 applications" and lists "Ethan Rice" and "Carl Kuhn". It has a "Subject" field with the text "Tina from Sprinkle Dreams has sent you a message on Handshake". Below that is a "Message" field with a rich text editor toolbar. At the bottom of the pop-up are three buttons: "Send", "Save to Template", and "Insert Template". The "Insert Template" button is highlighted with a red box.

- To save the message as a template, click **Save to Template** at the bottom of the message popup box. This will allow you to reuse the message content quickly in other messages.

The screenshot shows a "Save to Templates" dialog box. It has a title bar with "Save to Templates" and a close button (X). Below the title bar is a "Name" label and a text input field containing the text "Invite to Interview". At the bottom of the dialog box are two buttons: "Cancel" and "Save Template".

5. Once you click **Send**, a confirmation box will pop up. Review the message, then click **Confirm** in the lower-right corner to send.

The message is sent automatically and you will receive confirmation of the sent message (s) in the lower right corner of your screen.

Message Applicants ✕

Are you sure you want to perform this action on the selected results?

This will message 1 applicant. Below is an example of what your message will look like:

Subject

Tina from Sprinkle Dreams has sent you a message on Handshake

Message

Hi AI,

Here at Sprinkle Dreams, we always want potential candidates to learn more about the meaningful projects we work on, and hear about our culture from our current employees.

I noticed that you're a School of Life alum studying Culinary, so I wanted to offer you the opportunity to have an informal 15-minute virtual info chat with Lindsey to learn more about roles here. If you're interested, please let me know and I'd be happy to connect you.

Best,
Tina

Cancel

Confirm