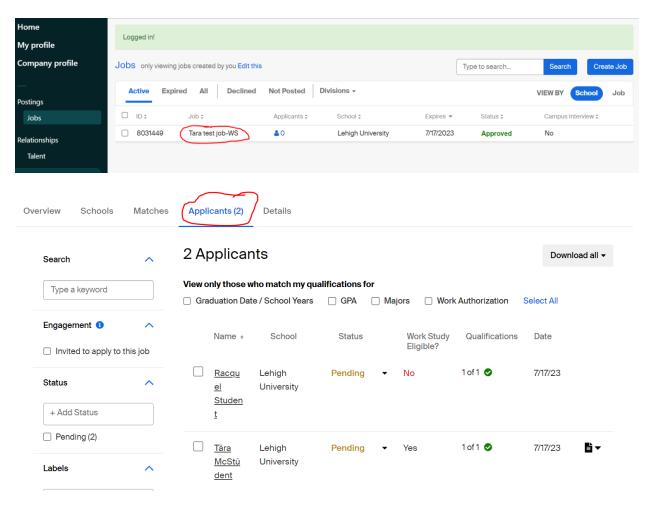
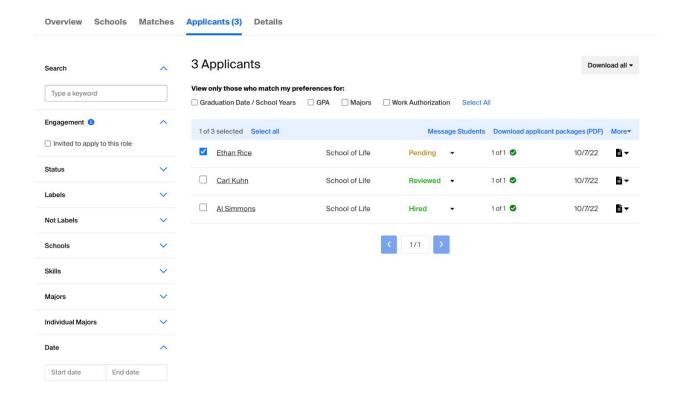


Message applicants in Handshake

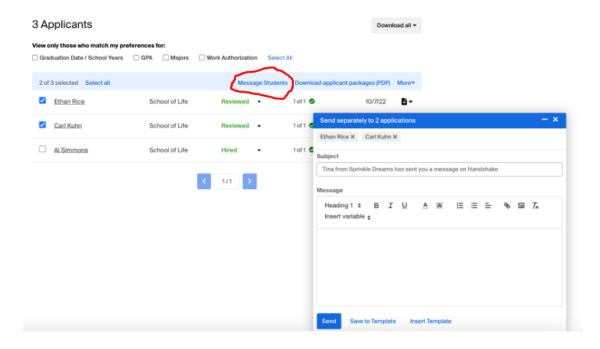
1. Click **Jobs** from the left navigation bar, locate the relevant job or interview, click on the name of the job then click the **Applicants** tab.



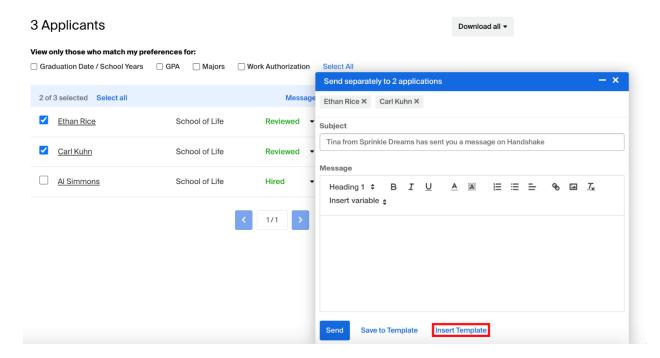
2. On the Applicants page, check the box to the left of each applicant you'd like to connect with. Once the box for at least one applicant is checked, the applicant table column headers are replaced with bulk actions. Click **Select all** to message all applicants.



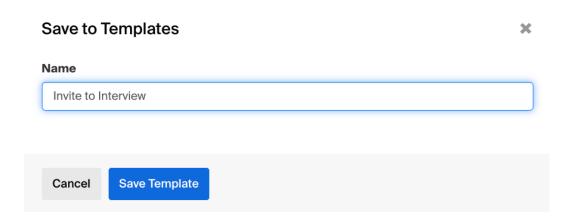
3. Click on **Message Students** or **Message Applicants** to send the applicant(s) a message. A message popup box will appear on your screen and allow you the ability to create your message.



- 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.



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.



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 Al,	
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.	t
Best, Tina	
Cancel	m