



Message applicants in Handshake

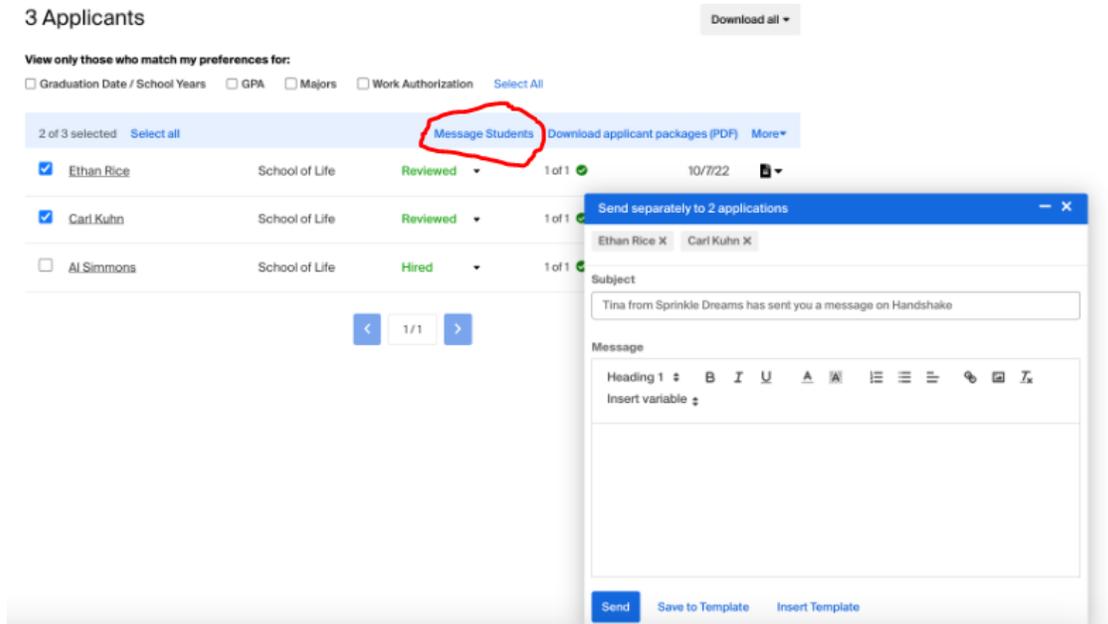
- 1.) Click **Jobs** from the left navigation bar. Click on the position that you wish to message applicants about and then click the **Applicants** tab.

The screenshot shows the Handshake interface. On the left is a navigation menu with 'Jobs' selected. The main area shows a job listing for 'Tara test job-WS' with 2 applicants. The 'Applicants (2)' tab is highlighted.

- 2.) On the Applicants page, select the applicant that you want to send an offer letter to.

The screenshot shows the Handshake Applicants page. Three applicants are listed: Ethan Rice (Pending), Carl Kuhn (Reviewed), and Al Simmons (Hired). Ethan Rice is selected with a blue checkmark. The 'Message Students' button is visible.

- 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.) Use the following language to compose your offer letter:

Dear Student,

This letter is to confirm that you have been offered a work-study position as a [Job Title] in [Department].

Your first day of work will be [Date] and your rate of pay is [\$0.00] per hour.

If you have not already done so, be sure to review the Work Study Student Handbook to important information about your rights and responsibilities as a work-study student.

We look forward to working with you!

Sincerely,

Work Study Supervisor Full Name
Department
Lehigh University

- 5.) Click **Send** in the lower-left corner of the pop-up.
- 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.

- b. You can also select **“Insert Template”** if you already have this offer letter saved as a template.
- 6.) Once you hit **Send**, a confirmation box will appear. 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