

LEHIGH Center for Career & UNIVERSITY Professional Development



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.

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

Overview Schools Ma	atches	Applicants (3) Details				
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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	
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	< 1/1 >	Tina from Sprinkle Dreams has sent you a message on Handshake Message Heading 1 : B I U ▲ M I = = = • □ I Insert variable : Send Save to Template Insert Template	Z.

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.
 - a. 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	X
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.	
Best, Tina	
Cancel	n i