

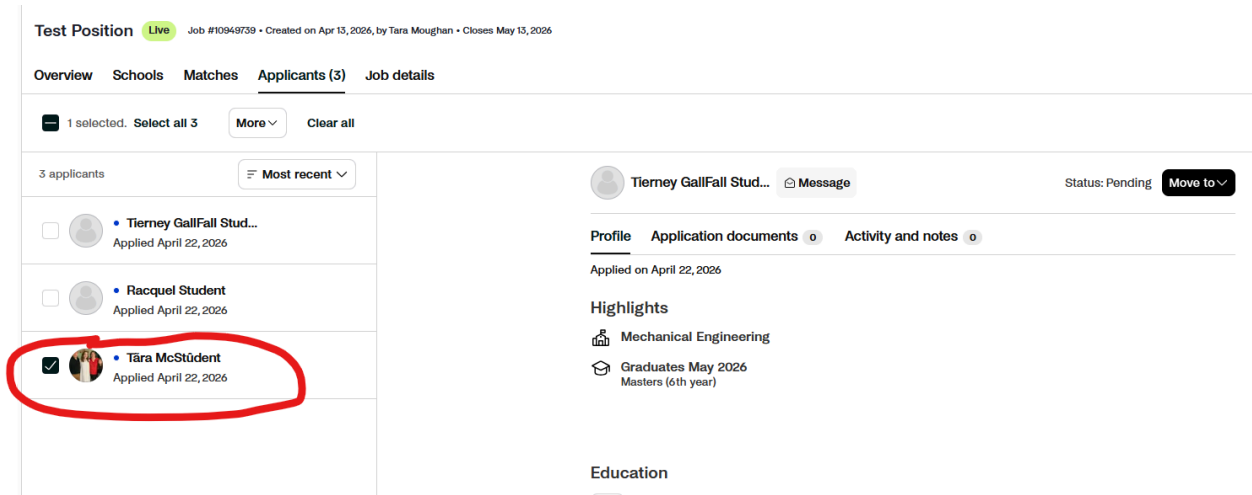


Message applicants in Handshake

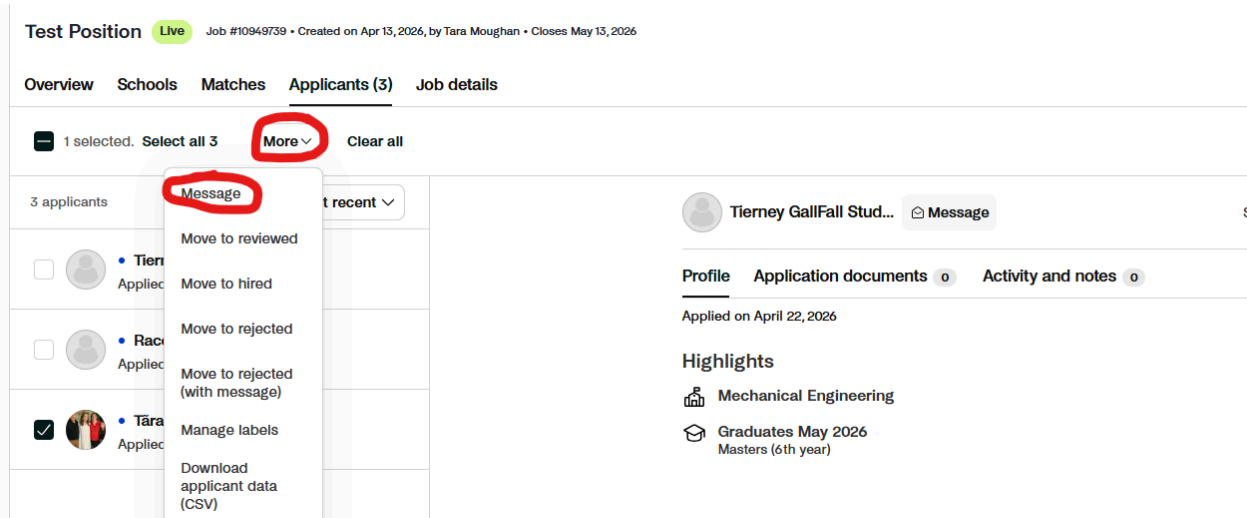
1. Click **Jobs** from the left navigation bar, locate the relevant job or interview, click on the name of the job then click the **Applicants** tab.

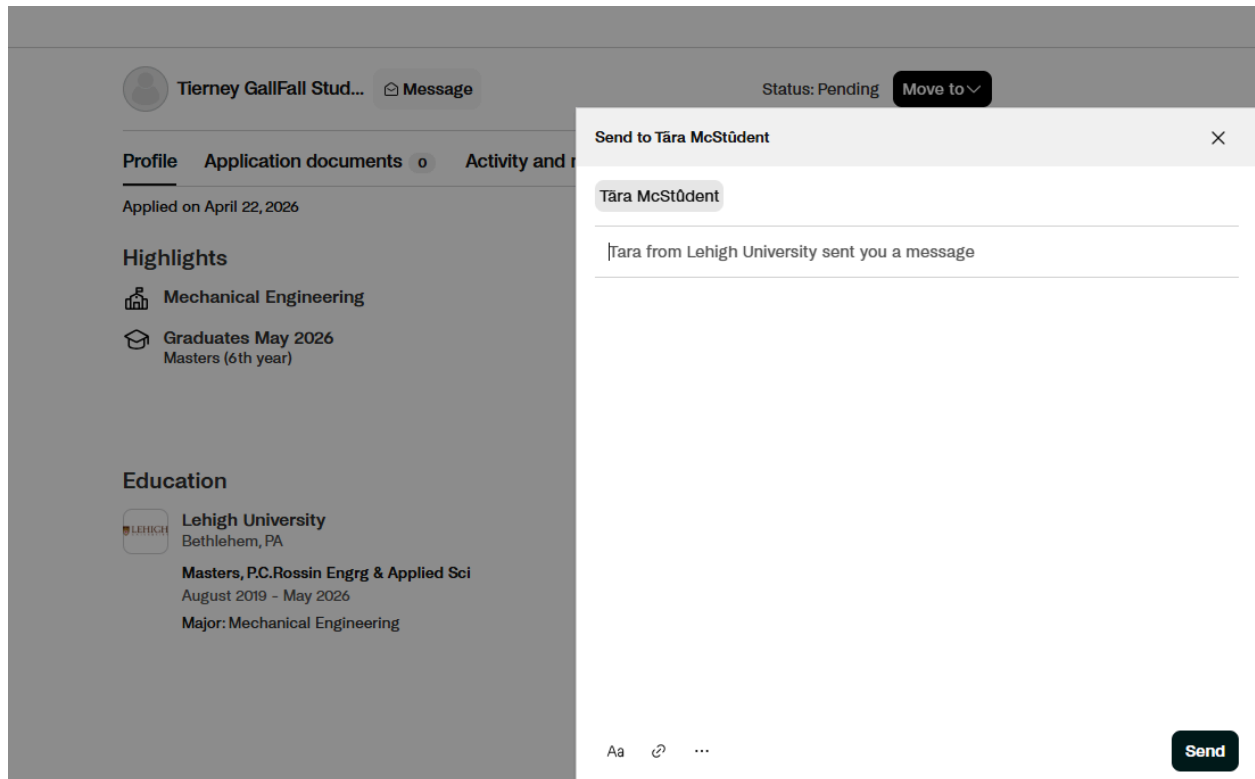
The screenshot shows the Handshake interface. On the left is a navigation bar with the following items: Home, My profile, Brand page, Postings, **Jobs** (circled in red), Relationships, Talent, Schools, and Contacts. At the top right of the main content area, there is a search bar labeled "Search all of Handshake..." and a user profile for "Tara Moughan". Below the search bar are five buttons: "Create job", "Register for fair", "Create event", "Create post", and "Open home feed". The main content area features a large blue shopping bag icon with the letters "le" written on it. Below the icon, the text reads "No active jobs, upcoming events or career fairs".

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 **More** then **Message** 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. 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 for important information about your rights and responsibilities as a work-study student.

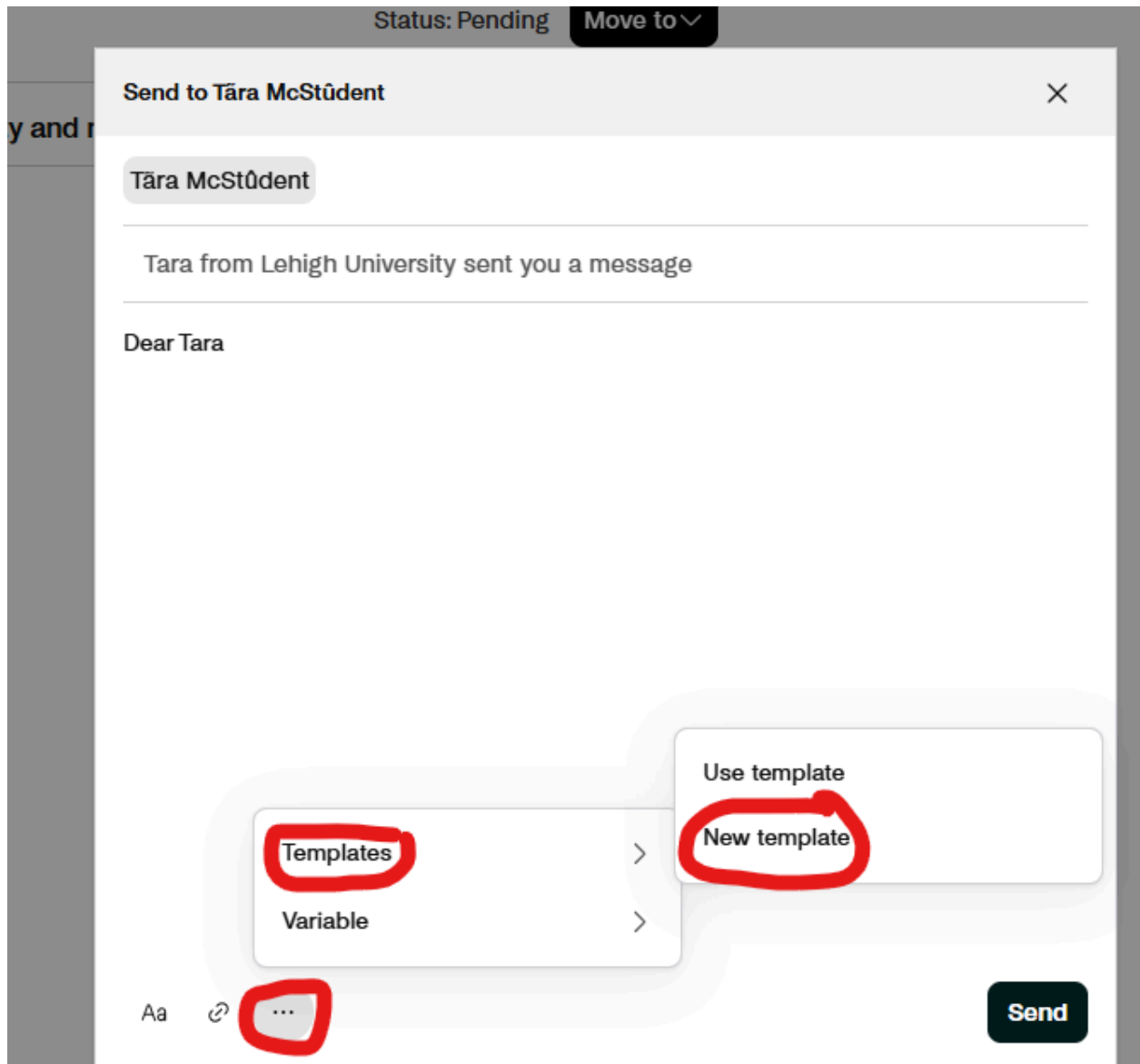
We look forward to working with you!

Sincerely,

Work Study Supervisor Full Name

Department

- If you would like to save the message as a template, click on the 3 dots, select Templates, New Template, name your template and click Create. You can then click on the 3 dots, Templates, use template for future messages.



The message is sent automatically to the student.