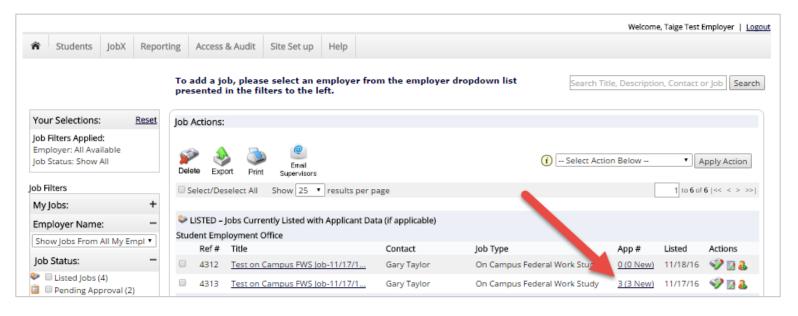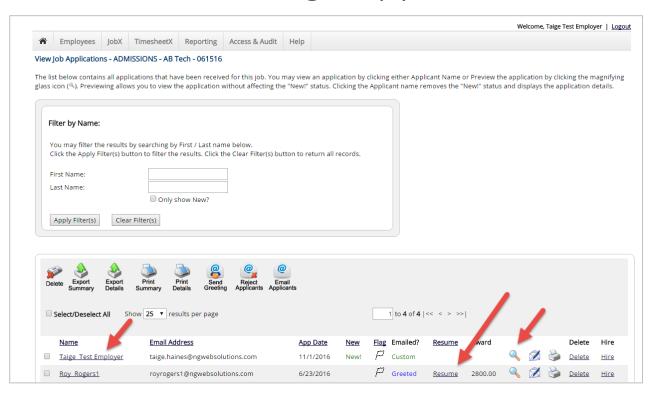# Manage Applicants

You may hire an online applicant by clicking the 'View Applicants' link next to the applicable job.
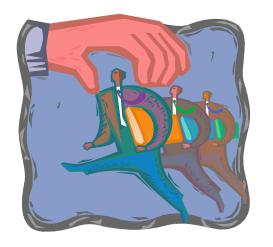
Manage Applicants

- Click the Applicants Name link to view the application in a full screen view.

- Click the magnifying glass next to the student's name to get a quick view format of the application.

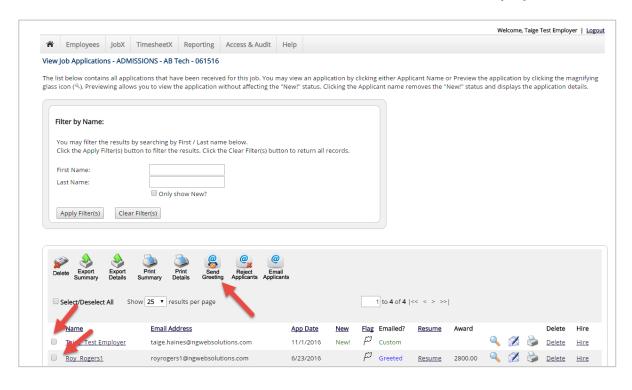- If the student has provided a resume, click on the "Resume" link next to their name.

Now that you've reviewed the online applications for your job, how do you contact an applicant if you wish to set up an interview?
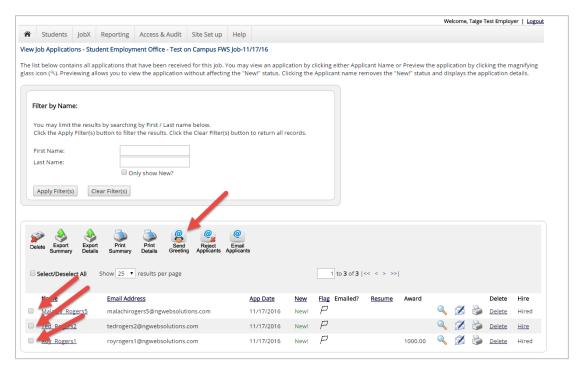
Schedule an Interview with Applicant(s)

Click the box next to one or more applicants you would like to send a greeting email to schedule an interview. Next, click the 'Send Greeting' button.

Schedule an Interview with Applicant(s)

This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.

You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the
 "Send" button.

Important Note: Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.
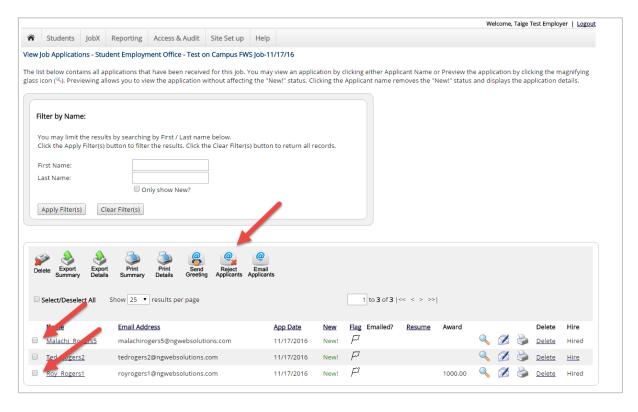
Now that you've reviewed the online applications for your job, how do you reject an applicant?
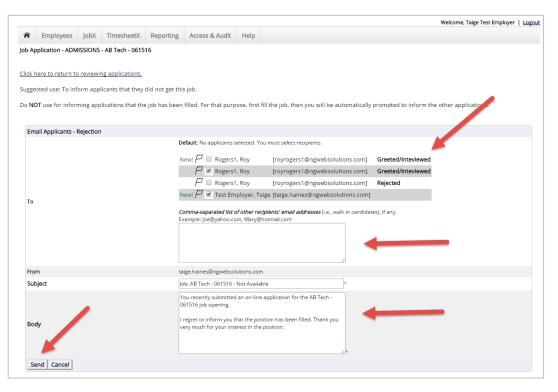
Notify applicant(s) they did NOT get the Job

Click the box next to one or more applicants you would like to send a rejection email. Next, click the 'Send Rejection' button.

Notify applicant(s) they did NOT get the Job

> This feature is utilized to inform the specific students they did not get this job. If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.

> You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.