

Bulk Communicate

Since PageUp is the official system of record for recruitment, it is recommended that Departments communicate with applicants using the **Bulk Communicate** option in the PageUp system.

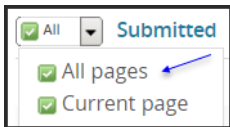
Bulk Communicate using View Searches tile

Step 1: Select **View My Searches** or **View My Team Searches** (*View Searches* dashboard tile)

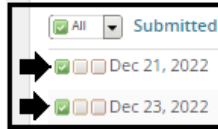
Step 2: Locate the applicable search # and click **View Job** (Far Right)

Step 3: Click **View applications** (Top Right)

Step 4: Check **Select all** from the drop down box at top of checkbox column (selects all applicants in search list) *or* check the first box (turns green) for individual applicants.



OR



⚠ Note: Applicants can be sorted by column header including *Status*

Step 5: Click **Select Bulk Action** and select **Bulk Communicate** (a pop up window will appear).

Step 6: Select the communication template* and click **Next**

Step 7: Edit the communication and attach documents as needed

Step 8: Click **Send**

***Communication Templates include:**

- Applicant Decline to Hire
- Applicant Decline to Interview
- Cancelled Search
- Change in Qualifications
- Confirmation of Application and Next Step
- Refer Applicants to Apply
- Restart Search
- Suspend Search