HIRETOUCH

USER MANUAL FOR SEARCH COMMITTEE CHAIRS, HR LIAISONS & SUPPORT STAFF

HIRETOUCH

HR LIAISON & DEPARTMENT SUPPORT USER MANUAL

The Hiring Process– In Brief

Once a department receives initial permission to post a vacancy or new position, they should contact their HRP for further guidance. The HRP will want to know the following information:

1. What type of hire will this be: Hourly, Faculty, Salary, Post-Doc? Will this be external, internal or a search waiver?
2. Is this a new position or a replacement?
3. Who will be on the search committee?

    According to the Office of Equal Opportunity, the search committee will be diversified to the degree possible, by race, gender, culture, other perspectives, etc. It is the university's expectation that both men and women will participate on each search committee. *If this is problematic, contact the Office of Equal Opportunity.*

4. Any changes to the job description and/or position description questionnaire should be made prior to sending them to the HRP.

5. HR staff will create the job template based on the job description. Once completed, they will notify the department that they can begin to prepare the RTF. At this time, please submit criteria for the evaluation and any weights associated with them.

6. Once the RTF has been electronically routed and approved, the department will receive an email indicating the RTF has been approved and the job is ready to be posted. PLEASE NOTE: ***Departments are responsible for posting position externally.***

7. EO Briefing: For all professional and faculty searches, the search chair must meet with Office of Equal Opportunity staff to be updated on equal opportunity and affirmative action issues that pertain to the search being conducted. This meeting must occur before the committee meets to review applications for the position. Please contact OEO to schedule a briefing.

8. Applicants begin to populate within the workflow for the position. HR Liaisons, Search Chairs and Support personnel are the only groups who are able to view the applicants.

9. The Chair, with the help of the HR Liaison and/or Support, review the applicants for minimum qualifications.

The Hiring Process-In Brief

10. Chair moves qualified applicants forward within the workflow.

11. HR Liaison/Support will schedule/record the evaluations for each applicant identified as “Qualified Proceed” and email search committee members the applicants are ready to be evaluated.

12. HR Liaison/Support will send email correspondence to applicants who “Did Not Meet Minimum.” (Rejection screening)

13. The search committee will evaluate the applicants via HireTouch.

14. The Chair will notify the HRP of the applicants they would like to interview.

15. Once the selected applicants are identified and approved by the HRP, the interviews can be recorded in HireTouch.

16. At some point in the search, please notify the HRP to remove job ad from website.

17. Interviews can be done either by phone, skype or on-campus (Please make sure that all interviewees are given the same opportunity to interview).

18. The committee identifies the finalist.

19. References are completed.

20. Department will provide HR with a search narrative (upload document via HireTouch) discussing the rationale for non-selection for each unsuccessful candidate and the rational for the successful candidate. Essentially, a strengths and weaknesses assessment for each interviewed candidate that would lead the HRP to draw the same conclusion as the search committee.

21. FACULTY HIRES: Prior permission from the HRP is required before a tentative offer is made.

22. Chair/Department will contact the finalist with a tentative offer.

23. A background check will be initiated.

24. Appointment letter is generated.

25. HR Liaison/Support will change the disposition codes.

Hourly Hire-
Things to Consider

General hourly job descriptions have been created under the HECCP (Hourly Employee Classification and Compensation Program), but in order to adequately determine what the essential duties are, a task list is required when completing the job description.

Please consider the following:

1. Are there some duties that could be added or eliminated from the existing JD? If so, perhaps class levels need to be adjusted.
2. Does the JD adequately describe what this position is expected to do?
3. Are any changes to the work schedule or work year of this position necessary from a budget or programmatic perspective?
4. Is adequate funding available?
5. Is the need for this position expected to continue into the foreseeable future?
6. Think about the qualifications, educational requirements, certifications and or licensing of the position separate from the qualifications and education of any previous incumbent.
7. Do the described qualifications for this position directly relate to the work that needs to be done?
8. Which minimum qualifications are required? Preferred?

If a search has internal candidates, it is advised that the department contact HR to confirm their employment status.

Per the ACSUM contract: “All internal applicants who meet the stated minimum qualifications shall be interviewed. In the event 10 or more internal applicants apply for a position; those who best meet the preferred qualifications shall be selected for an interview. Internal applicants shall be interviewed before external applicants, assuming internal applicants are available for interview within a reasonable amount of time.”

NOTES

Salary Hire- Things to Consider

Whether filling a vacancy or establishing a new position within the department, your department's HRP will assist and collaborate with you in updating or developing the Job Description (JD) and the PDQ (Position Description Questionnaire). You will be updated as the PDQ is evaluated and the position is assigned to a Job Family and Salaried Employees Classification & Compensation Program (SECCP) Salary Band. All regular salaried positions require a JD and PDQ (except for post doctoral research assistants and interns). The job description will become the basis for setting the qualifications, screening applicants and determining what background checks and/or pre-employment screenings will be required.

Things to consider before you talk with your HRP:

1. Are there some duties that could be added or eliminated from the existing JD?
2. Does the JD adequately describe what this position is expected to do?
3. Could this job be accomplished in less than 7 months?
4. Are any changes to the work schedule or work year of this position necessary from a budget or programmatic perspective?
5. Is adequate funding available?
6. Is the need for this position expected to continue into the foreseeable future?
7. Think about the qualifications and educational requirements of the position separate from the qualifications and education of any previous incumbent.
8. Do the described qualifications for this position directly relate to the work that needs to be done?
9. Which minimum qualifications are required? Preferred?
10. Can experience be substituted for all or part of any educational requirements?
11. Do you anticipate difficulties recruiting a qualified applicant?
12. How will the advertised salary range for this position be described (Required for UMPSA)?

NOTES

Faculty Hire
Things to Consider

Your assigned HRP will assist and collaborate with you in developing or updating the job description (recommended but not required for faculty positions) and job advertisement. Job descriptions can be helpful in identifying and describing in general terms the nature of the responsibilities, qualifications, and determining what background checks and/or pre-employment screenings will be required. Electronic submission of these documents is required.

Things to consider:

- Which minimum qualifications are required? Preferred?
- Do you anticipate difficulties recruiting a qualified applicant?
- What is your anticipated timeline for beginning the application review? (Consider the deadlines of the recruiting venues proposed in the Recruitment Strategy Form)
- You will be notified when the Job Template in HireTouch has been approved and created.

The Salary range for a faculty position should fit within the existing departmental salary hierarchy but also take into account market conditions at the time of recruitment. National survey data from similar land grant institutions is available from the Office of Human Resources.

NOTES

Job Description Template

Below is the template for a non-rep salary job description that the department will complete and return to the HRP. Sections highlighted in red will need to be completed before the job template can be created. The UMPSA template is similar, however, it requires the Hiring Range. Keep in mind, the job template is created before the RTF. For Hourly position, please list the wage band

Title:
Date:
Dept:*
Reports To:

*Please make sure the Department assignment reflects the Department ID designated in MaineStreet.

A list of the Department IDs can be found at http://umaine.edu/hr/sample-page/contact-us/department-contacts/

Department Contact: (will not be published)

PURPOSE:

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Works effectively and cooperatively with members of the department staff, UMaine administration, the campus community, and external clients and customers.
- Perform other reasonably related duties.

KNOWLEDGE & SKILL QUALIFICATIONS:

WORK ENVIRONMENT/DYNAMICS:

WORK YEAR:

WORK SCHEDULE:

POSITION TYPE:

SCHEDULE FOR EVALUATION: During the initial 6 months of employment and annually thereafter in accordance with the UMPSA agreement.

SUPERVISORY RESPONSIBILITY:

JOB FAMILY/SALARY BAND/WAGE BAND:

Appropriate Background Checks Required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.

Job Description Template Guide

REPORTS TO: This should be a position title not an employee's name.

Purpose: Summarize the general purpose or goal of this position. This statement should give a brief but concise overview of the basic function of the position.

Essential Duties & Responsibilities: The description of duties and responsibilities should be concise but clearly outline the basic components of the activity to be performed. An effective job description conveys the scope of the assigned responsibilities as well as the level of assigned authority, responsibility and autonomy.

Essential functions of the job are the fundamental duties that the employee **must** be able to perform with or without reasonable accommodation. A job function may be considered essential for reasons such as: the position exists to perform that function, there are a limited number of employees available among whom the job function can be distributed, the function is highly specialized, and the employee is hired for the expertise to perform the particular function, or other employees in the same job are required to perform the function.

In addition to these general criteria, any task that is performed at least 10% of an employee's time would likely be considered essential. If the essential functions require that an employee have particular physical abilities or communication abilities, these should be noted. For example, a job that requires frequent contact with other people requires communication verbally, in writing, or through other means. If an essential function of a position is to perform duties at various locations, an appropriate qualification is "frequent travel, normally requiring a driver's license." **Statements describing the essential functions should begin with descriptive action verbs ("trains," "retrieves," "summarizes"). Avoid using the phrase "able to" or "ability to."**

Knowledge & Skill Qualifications: What is the minimum educational level necessary to perform the essential functions of the job? Is a higher degree level preferred? Is a particular discipline or specific course work sought? Can experience be substituted for education? What kind of related job knowledge or experience is required to enable an employee to do this job? Descriptive statements such as: **familiarity with** . . ., **basic working knowledge of** . . ., **demonstrated success with** . . ., progressively more responsible work in the area of . . ., significant experience with . . ., as they relate to the responsibilities may be included. Also, must the employee hold a particular license or maintain certification? Is the employee expected to achieve the license/certificate within a stated period from the date of hire? Is travel an essential job function (as defined in the Duties/Responsibilities section)? If so, the 'ability to travel, normally requiring a driver's license,' would be a required qualification. What other special abilities are required to perform the essential functions? For instance 'ability to frequently lift 30 pounds' or 'ability to collect research samples in appropriate field conditions under sometimes adverse weather conditions.' Remember that the qualifications must directly relate to the position's duties and responsibilities.

Work Environment: Please describe the environment and/or setting in which this job is performed. Is the employee required to be on call? If so, to what extent and for what kind of occurrences would the employee be called? Are there stressors inherent to this particular job? What is the level of predictability in this job? What impact does change have on the job duties? How changeable are the methods, technology, services or other elements that affect the employee's job? How is this position expected to react to and/or manage change? How predictable are changes to work assignments? Over what kind of time frame is change normally incorporated into the job's duties? Describe any unpleasant factors of the work environment such as heat, noise, odors, bodily fluids, exposure to hazardous substances, etc. and the frequency/degree to which the employee would be subject to these.

Work Year: Describe the employee's work year (full-time, part-time, fiscal, student calendar year, other). If the employee works less than twelve months, when does the work year begin and end.

Work Schedule: Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

Position Type: (E&G funded) On-going, full-time, base budgeted. **Or Soft Money Grant funded.** Contingent on funding and successful performance.

Schedule for Evaluation: During the initial 6 months of employment and annually thereafter in accordance with the UMPSA agreement.

Supervisory Responsibility: Describe how many other employees (professional, classified, student) are to be supervised. For what supervisory activities does the employee have informal, formal, subject to review, or final authority? For instance, the employee may schedule and oversee day to day work activities but not have responsibility for hiring and evaluating other employees.

Job Family/Salary Grade/Wage Band: If UMPSA, please include the hiring range.

Requesting User Permissions for Departments

In order for those involved in a department's hiring process and/or search committee, the following information is needed to set up user permissions within HireTouch:

- **Hiring Department's Name**
- **User Name** (Make sure to provide full legal name - no nicknames please)
- **User Maine.edu email** *or email of external committee member*
- **Security Group** (search chair, search committee member, HR Liaison, support staff, job/offer approver, requisition, etc)*
- **Task Group** *if applicable* (chair, director, dean, etc.) - If approving the RTF

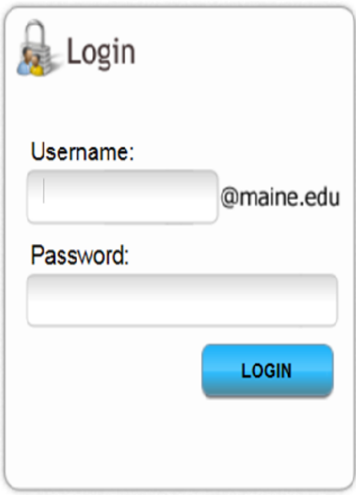
* Please note, a person may be assigned to more than one Security Group

Please provide your Human Resources Partner with the above information so they can request user permissions.

Initiate Training of HireTouch

To become more familiar with the process or for a refresher training, please contact John Young or Kelly Hoovler to schedule a support and/or chair training session, a committee training session or a 1:1 training session.

HireTouch Login Screen

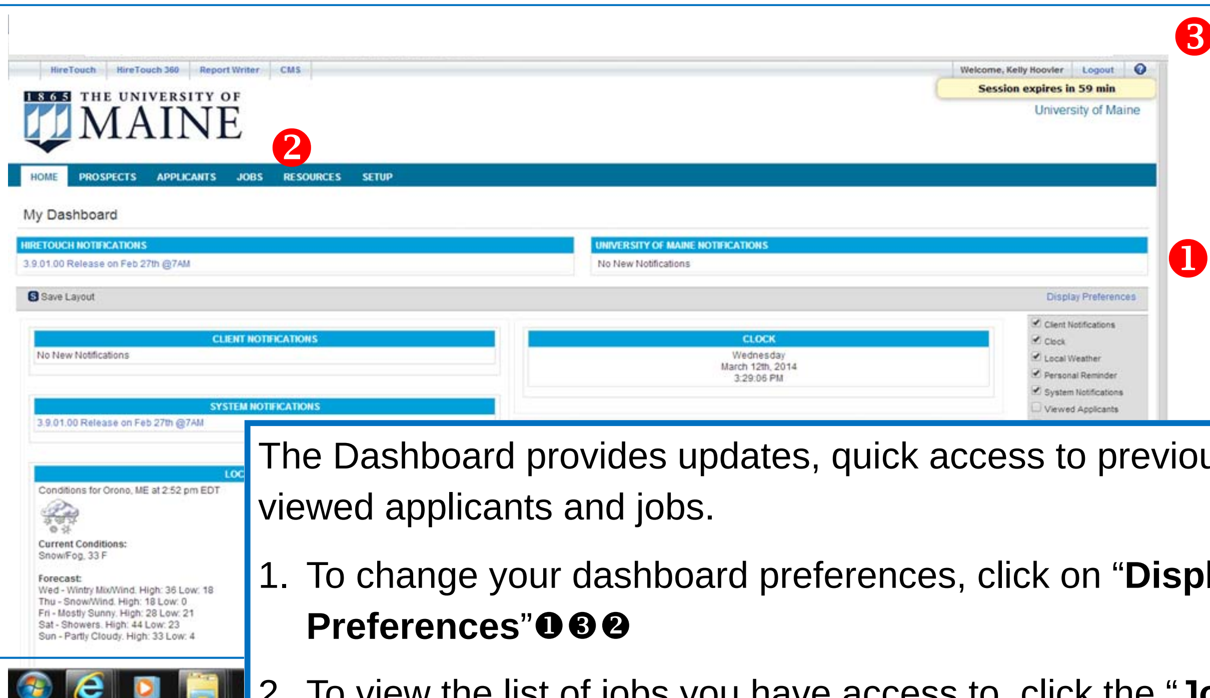


umaine.hiretouch.com/admin

1. Enter your MaineStreet user name
2. Enter your password

Maine's Public Universities
UNIVERSITY OF MAINE SYSTEM

My Dashboard– Home Page



The Dashboard provides updates, quick access to previously viewed applicants and jobs.

1. To change your dashboard preferences, click on "**Display Preferences**"❶❸❷
2. To view the list of jobs you have access to, click the "**Jobs**" tab
3. To logout anytime, click "**Logout**" in the upper right hand corner

Requisition-
Creating the RTF

Please make sure to request user permissions from either John Young or Kelly Hoovler before creating the RTF.

1. Go to umaine.hiretouch.com/admin

Enter Username
Enter Password

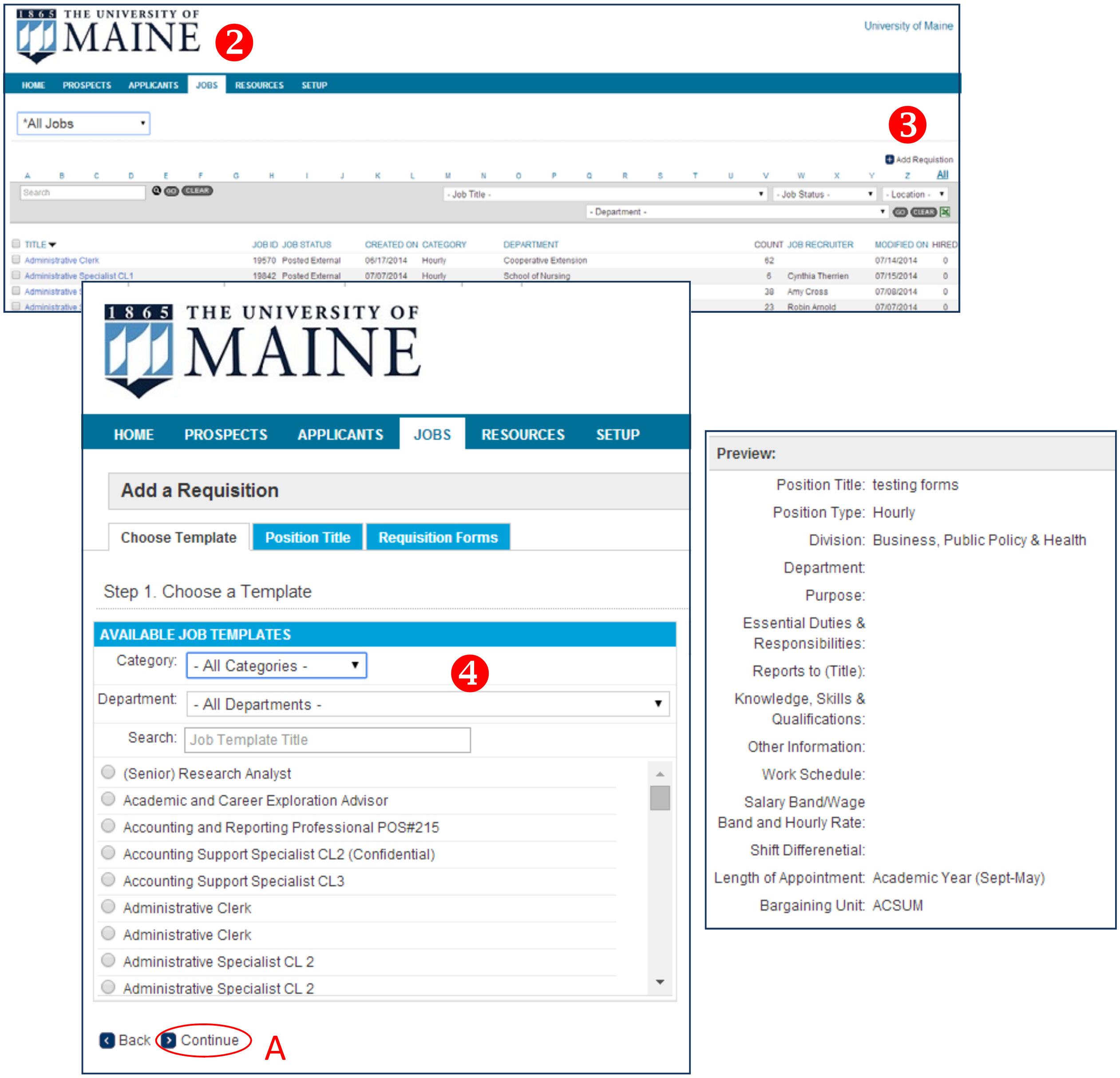
2. Click **the Jobs Tab**

3. Click **Add Requisition**

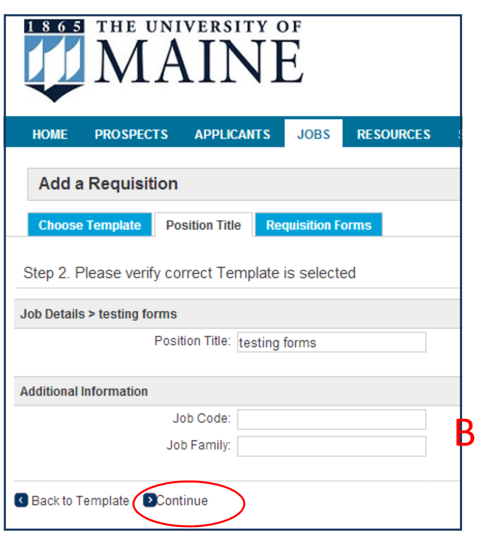
4. Find your template within the list of template options**.***

A. *Step 1:* ***Choose Template*** *and* ***Click Continue***
B. *Step 2:* ***Verify Correct Template*** *and* ***input Job Code and Job Family Code*** *and* ***Click Continue***
C. *Step 3: Review forms attached to the Requisition and* ***Click Continue***

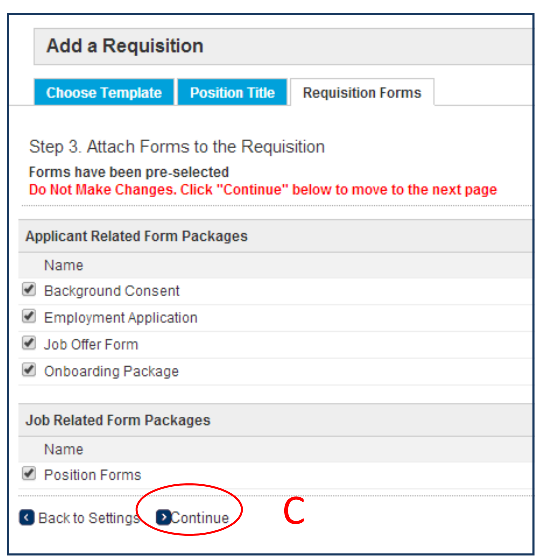
Select the department within which the available position is located, using the drop down menu. You are only able to view and select positions for departments for which you have been given user permission for. If the position isn't listed, please contact your HRP .



THE UNIVERSITY OF MAINE
2
University of Maine
HOME PROSPECTS APPLICANTS JOBS RESOURCES SETUP
*All Jobs
3
Add Requisition
THE UNIVERSITY OF MAINE
HOME PROSPECTS APPLICANTS JOBS RESOURCES SETUP
Add a Requisition
Choose Template
Position Title
Requisition Forms
Step 1. Choose a Template
AVAILABLE JOB TEMPLATES
Category: - All Categories -
4
Department: - All Departments -
Search: Job Template Title
(Senior) Research Analyst
Academic and Career Exploration Advisor
Accounting and Reporting Professional POS#215
Accounting Support Specialist CL2 (Confidential)
Accounting Support Specialist CL3
Administrative Clerk
Administrative Clerk
Administrative Specialist CL 2
Administrative Specialist CL 2
Back
Continue
A
Preview:
Position Title: testing forms
Position Type: Hourly
Division: Business, Public Policy & Health
Department:
Purpose:
Essential Duties & Responsibilities:
Reports to (Title):
Knowledge, Skills & Qualifications:
Other Information:
Work Schedule:
Salary Band/Wage Band and Hourly Rate:
Shift Differenetial:
Length of Appointment: Academic Year (Sept-May)
Bargaining Unit: ACSUM



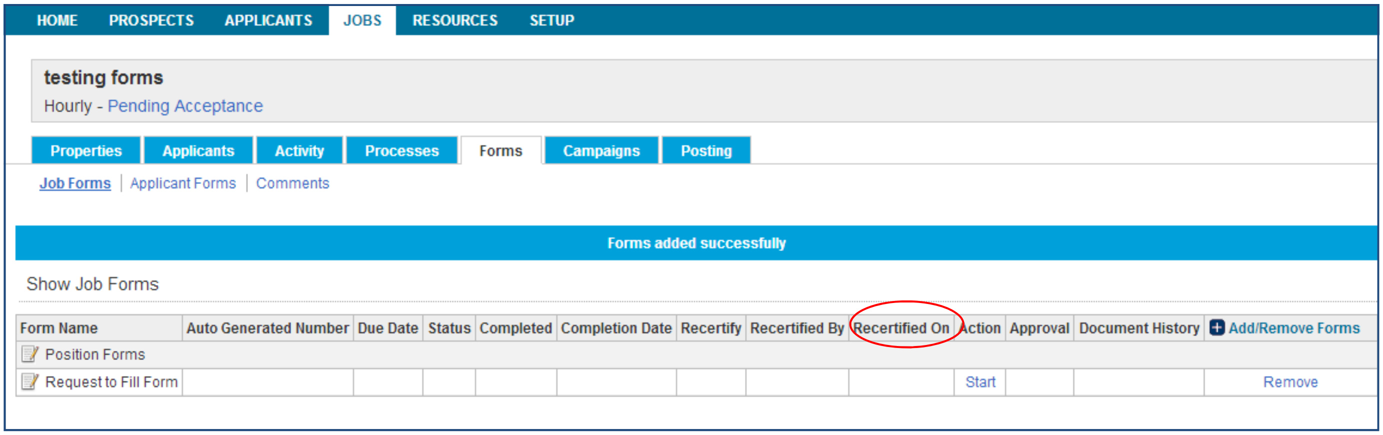
THE UNIVERSITY OF MAINE
HOME PROSPECTS APPLICANTS JOBS RESOURCES
Add a Requisition
Choose Template
Position Title
Requisition Forms
Step 2. Please verify correct Template is selected
Job Details > testing forms
Position Title: testing forms
Additional Information
Job Code:
Job Family:
Back to Template
Continue
B



Add a Requisition
Choose Template
Position Title
Requisition Forms
Step 3. Attach Forms to the Requisition
Forms have been pre-selected
Do Not Make Changes. Click "Continue" below to move to the next page
Applicant Related Form Packages
Name
Background Consent
Employment Application
Job Offer Form
Onboarding Package
Job Related Form Packages
Name
Position Forms
Back to Settings
Continue
C

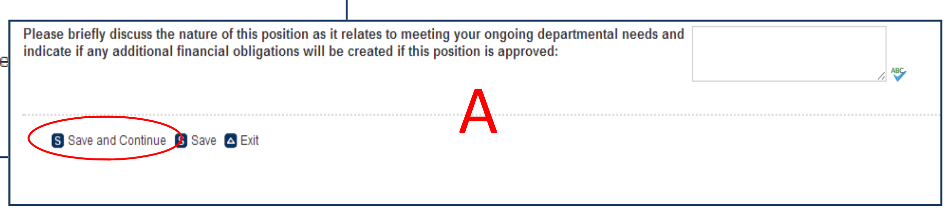
Requisition-
Creating the RTF

5. Under **Action**, click **Start**



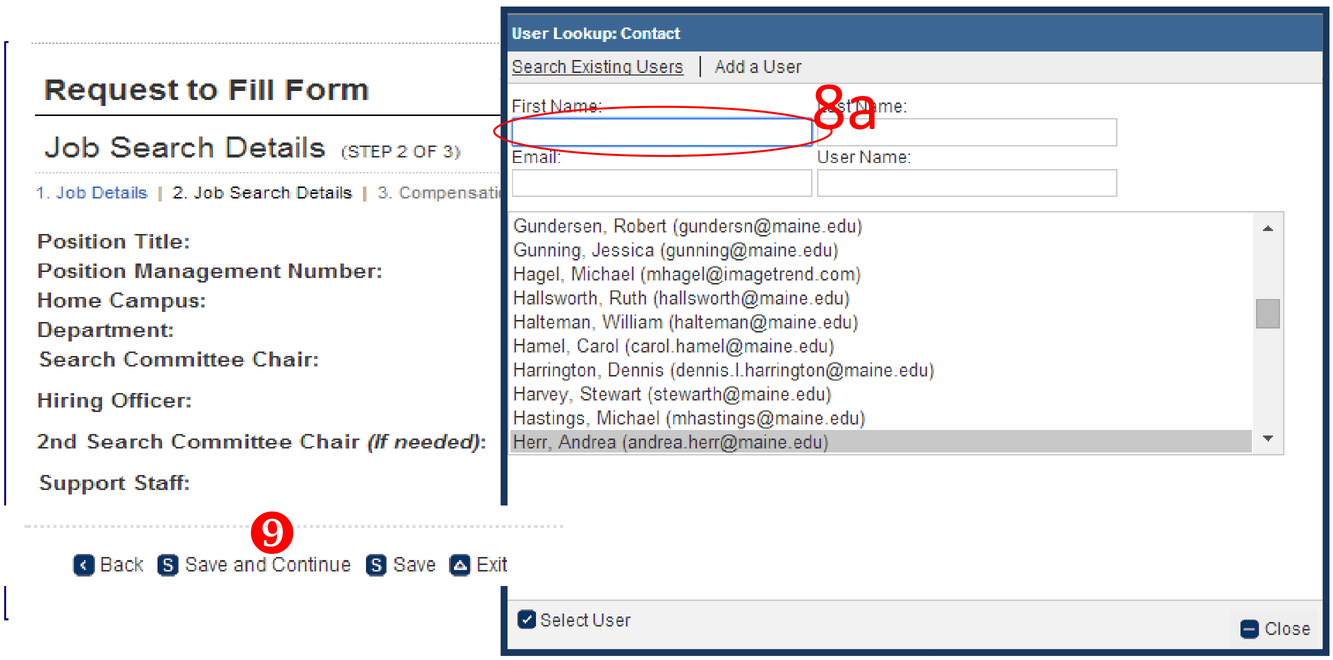
6. In *Job Details*, fill in the information that wasn't pulled from the job template. What was once the RTF-S is now a box (A) requesting a brief explanation of the position.

7. Click **Save and Continue**



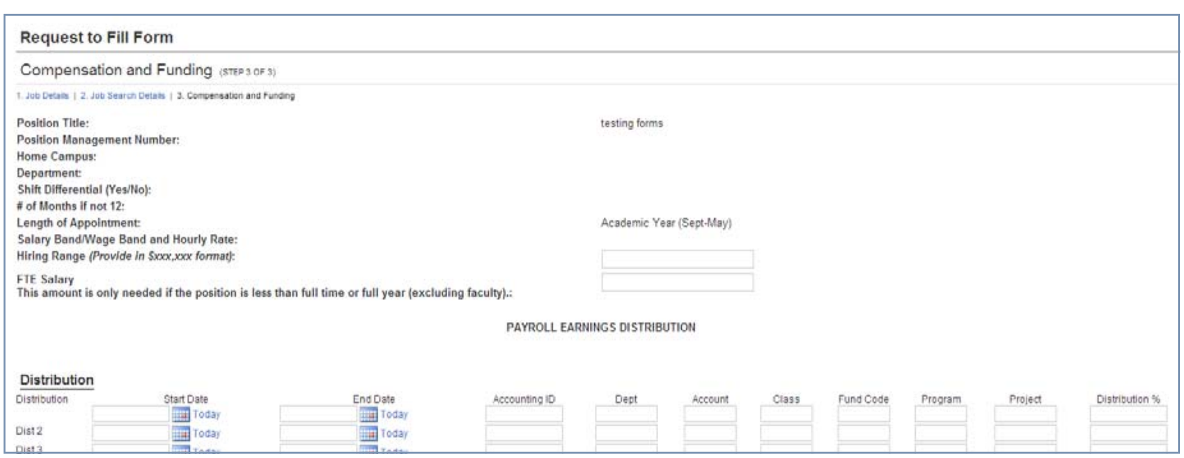
Requisition- Creating the RTF

8. You will be directed to *Job Search Details*, the second part of the RTF. In this section, please make sure to identify the Chair, Hiring Officer, Support Staff and Search Committee Members by clicking icon. In box 8a, begin typing the name of the person you wish to add. Click Select User. You will also be asked to provide information for External General Recruitment, Affirmative Action Recruitment and External Sources for the position advertisement



9. Click **Save and Continue**

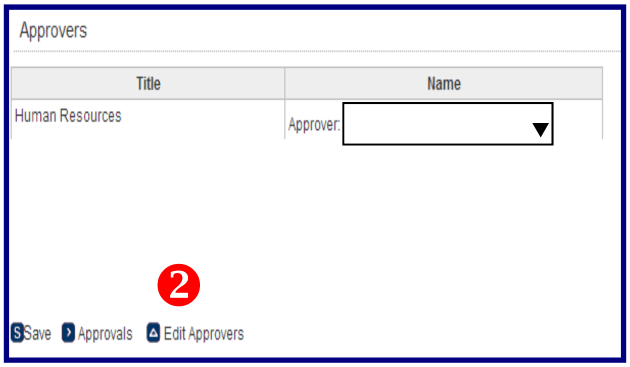
10. In the Compensation & Funding section, please fill out the Hiring Range, FTE Salary (if applicable) and the Distribution. Make sure to enter your name as the "requisitioner" and date.



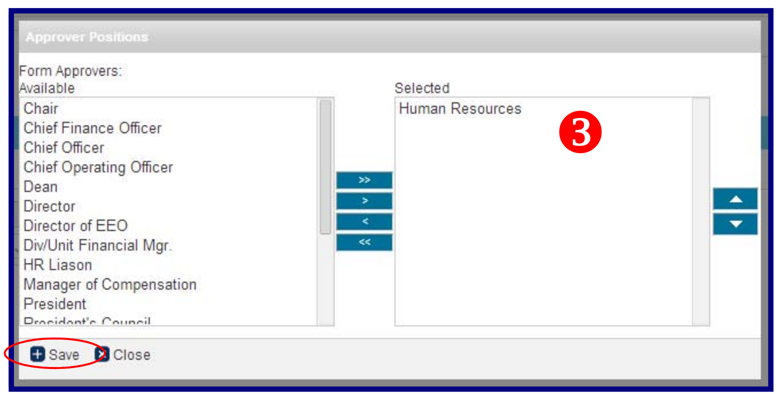
11. Click **Save and Continue**

Creating the RTF- Adding Approvers

1. Once you have completed the third step of the RTF (Compensation & Funding) and click **Save & Continue**, you will be directed to the **Approver** screen.

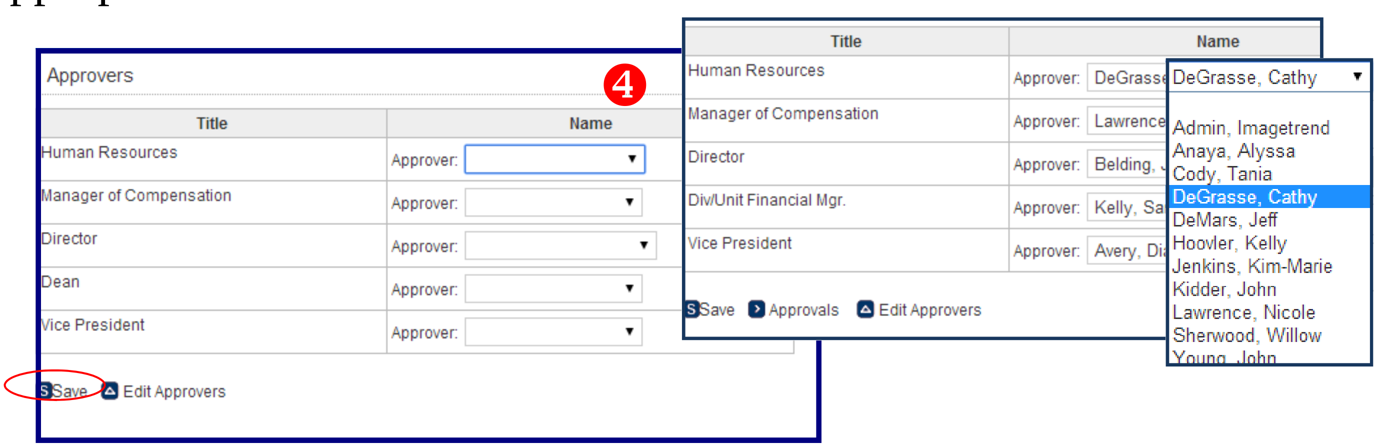


2. If more than one approver will be in the approval chain, click **Edit Approvers.**



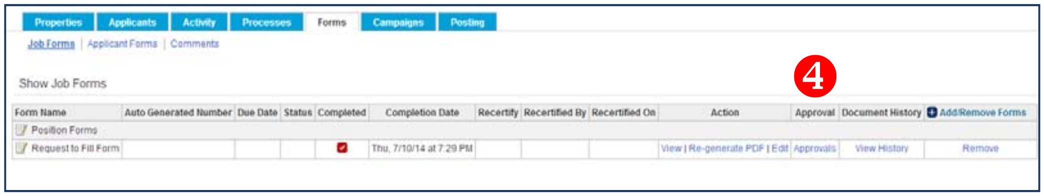
3. In this screen, you will select the titles of the additional approvers from the "*available*" list and move them to the "*selected*" box. Click **Save**

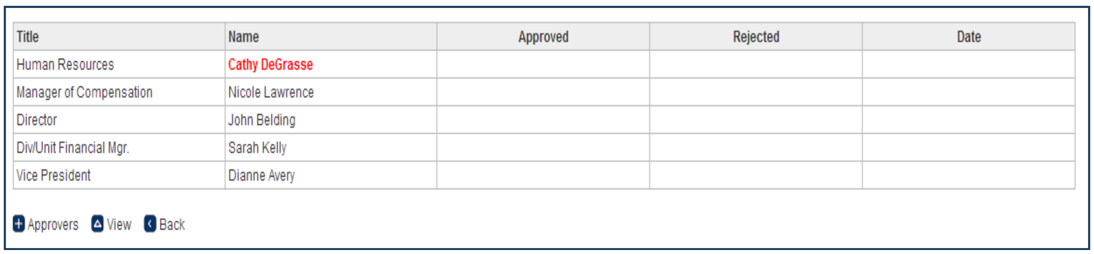
4. Click on the drop down box next to each title and select the appropriate name for each title. Click **Save**.



Approving the RTF

1. The HRP will receive an email ❸ stating that the position needs approval.
2. Click on the **Jobs** tab
3. Click on **Forms** tab
4. Click **Approvals**





Title	Name	Approved	Rejected	Date
Human Resources	Cathy DeGrasse			
Manager of Compensation	Nicole Lawrence			
Director	John Belding			
Div/Unit Financial Mgr.	Sarah Kelly			
Vice President	Dianne Avery			

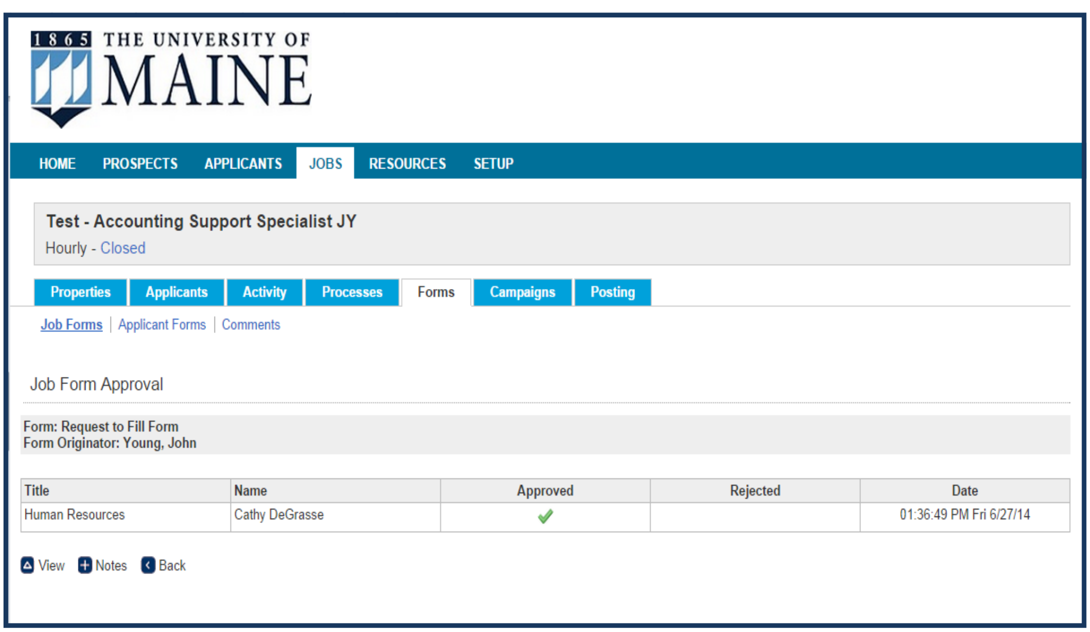
Approvers View Back

5. In this screen below, you can view the PDF by clicking on **View**. Click either **Approve** or **Reject.** ***PLEASE*** *make sure to review the Request before approving.*

6. This screen will record who approved, rejected and the date that it occurred.

7. Once the RTF has been approved by all parties, it will be posted to **umaine.hiretouch.com**.

PLEASE NOTE: ***Departments are responsible for posting position externally.***

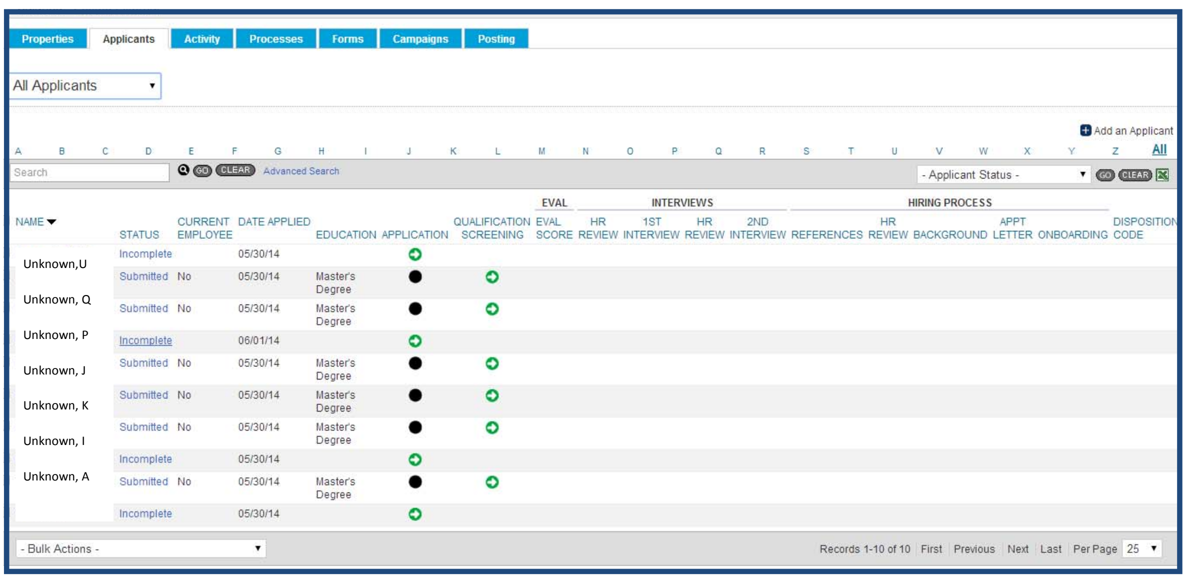


Screening Applicants

The Chair and/HR Liaison /Support will review the applicants for minimum qualifications and move those who meet the minimum qualifications forward so that the search committee will be able to review their submitted materials and rate them accordingly. ***DO NOT MOVE APPLICANTS FORWARD FOR EVALUATION IF THEY DO NOT MEET MINIMIUM QUALIFICATIONS***

On your dashboard, you will click the **Jobs** tab and the position(s) that you have permission to view will be populated on your screen. Select the position you want to begin screening applicants for and click the **Applicants** tab. You will then be able to view all of the applicants who have applied for the position.

Unless otherwise determined, you will want to review those who have completed and submitted applications. To review the applicant's documents, click on each applicant's name.

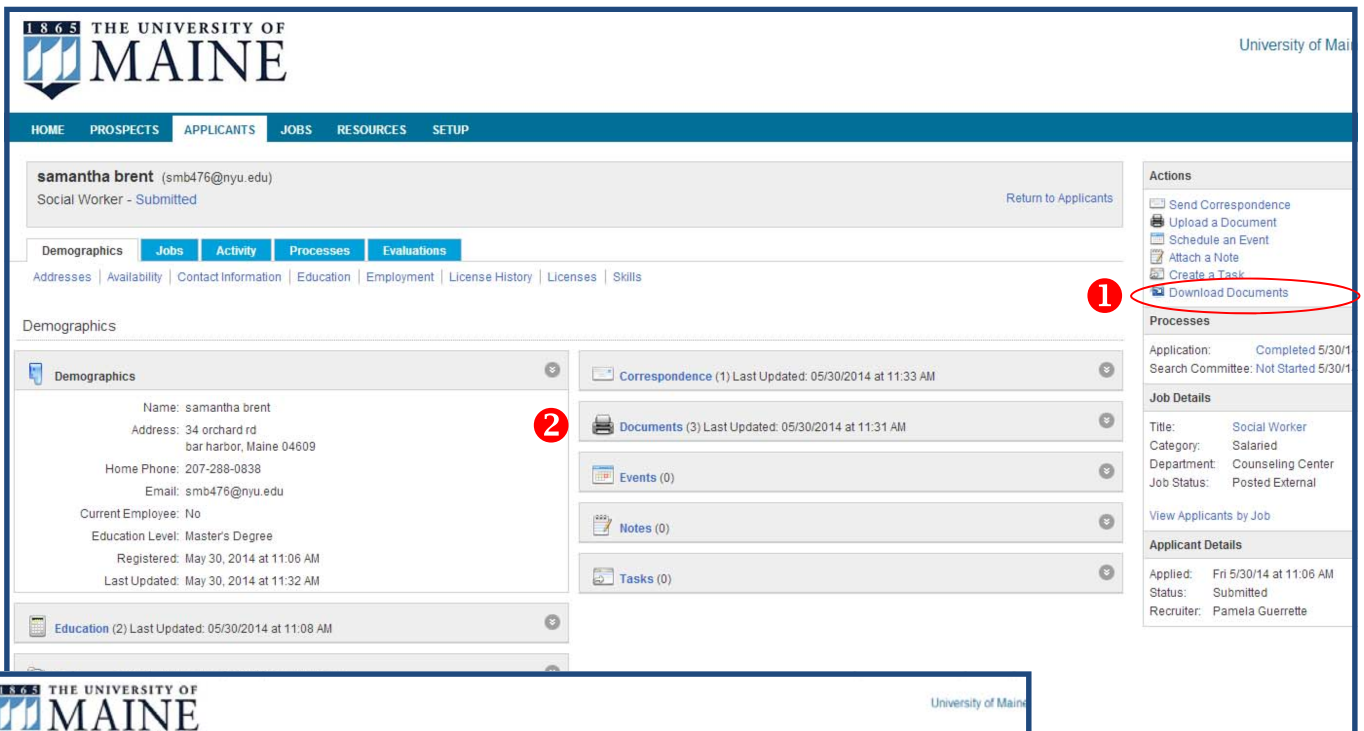


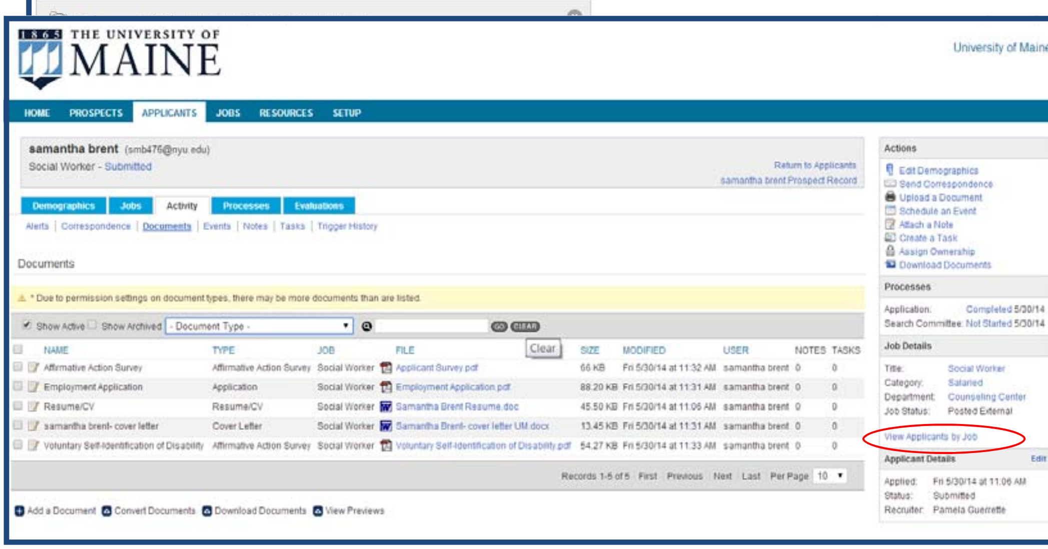
Screening Applicants

The selected applicant’s record will then appear and you can view demographics, education, employment history, skills, correspondences and their uploaded documents.

To view their documents you can do either one of two things:

1. Select Download Documents under the Actions box. This action will merge all of their documents they’ve uploaded to a PDF where you can view all of them at once.
2. Click on Documents and select an individual document to view.





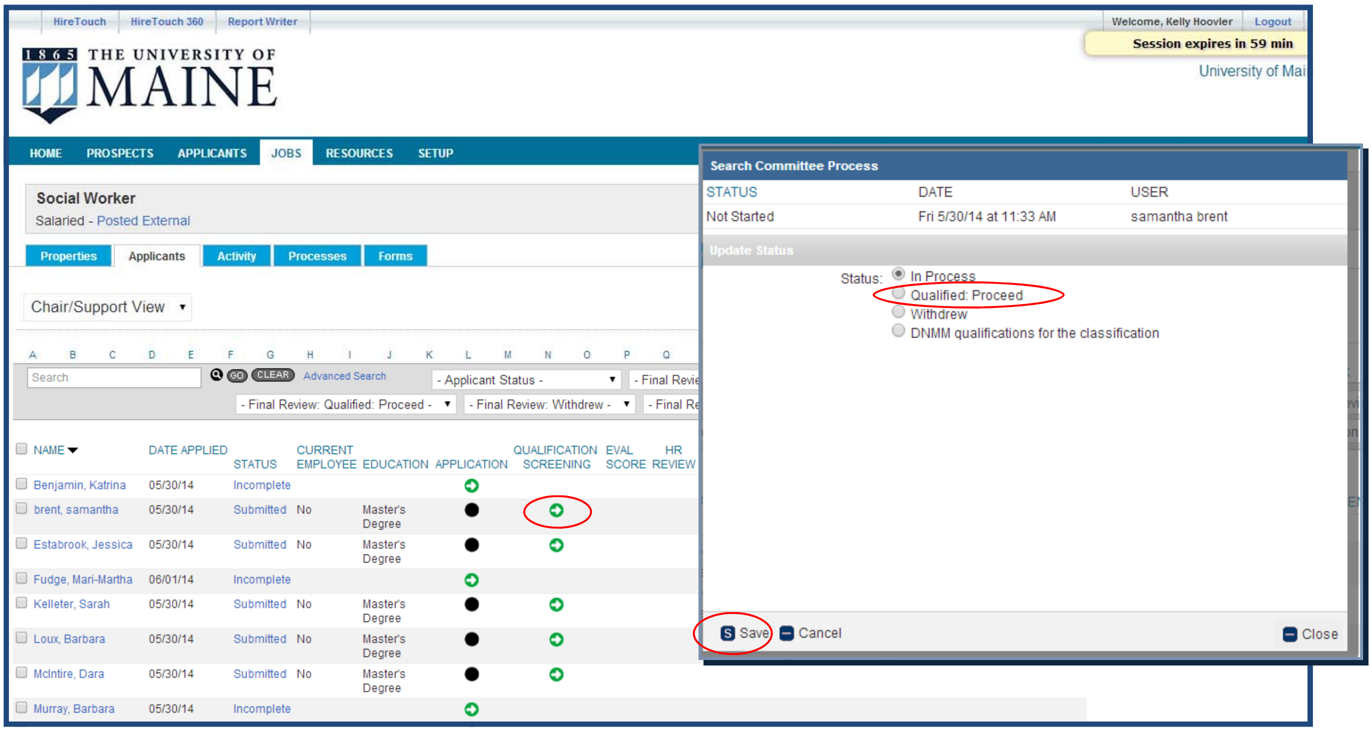
To return to the Applicant page and change the applicant’s status, click on View Applicants by Job.

Moving Applicants Forward

Click on the green arrow under the Qualification Screening column and select the appropriate status. For the purposes of moving the candidate forward, select **Qualified Proceed** and click Save. The search committee will now be able to view the qualified applicant(s).

Selecting a status other than Qualified Proceed will prevent the applicant from moving further within the workflow, thus preventing the search committee from being able to view them.

At this point, the department can send a rejection correspondence to the applicants who did not meet the minimum qualifications.

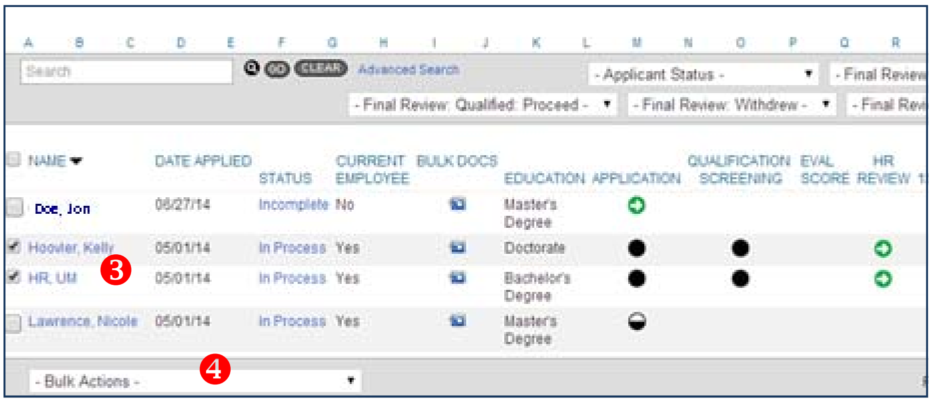


Scheduling Evaluations

1. Click on the **Jobs** tab.

2. Select the job you need to evaluate.

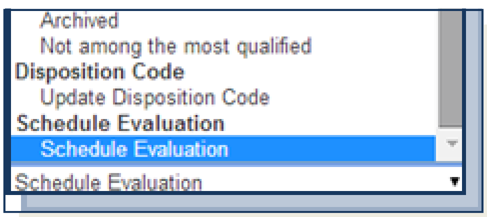
3. Select each applicant identified as ***Qualified Proceed*** by clicking the boxes next to their names. Applicants who have a ● under the *Qualification Screening* column of the workflow, have been selected to be evaluated.



4. Click **Bulk Actions** and select "*Schedule Evaluation*"

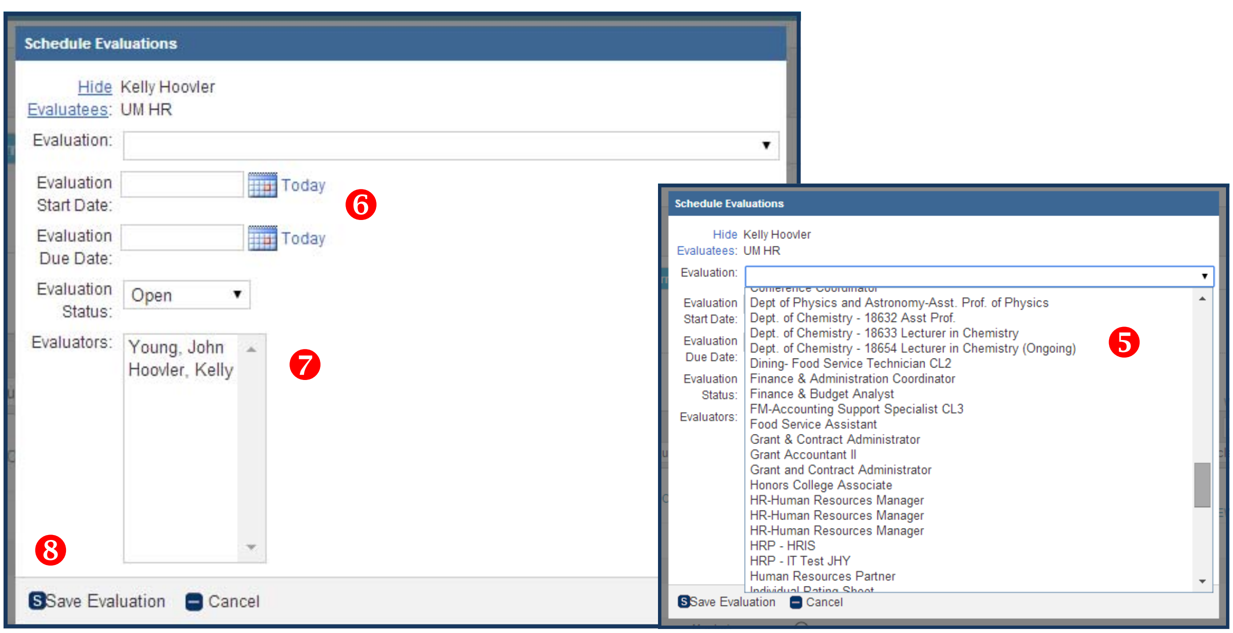
5. Select the [correct]* evaluation for the position.

6. Select **Start and Due Date**



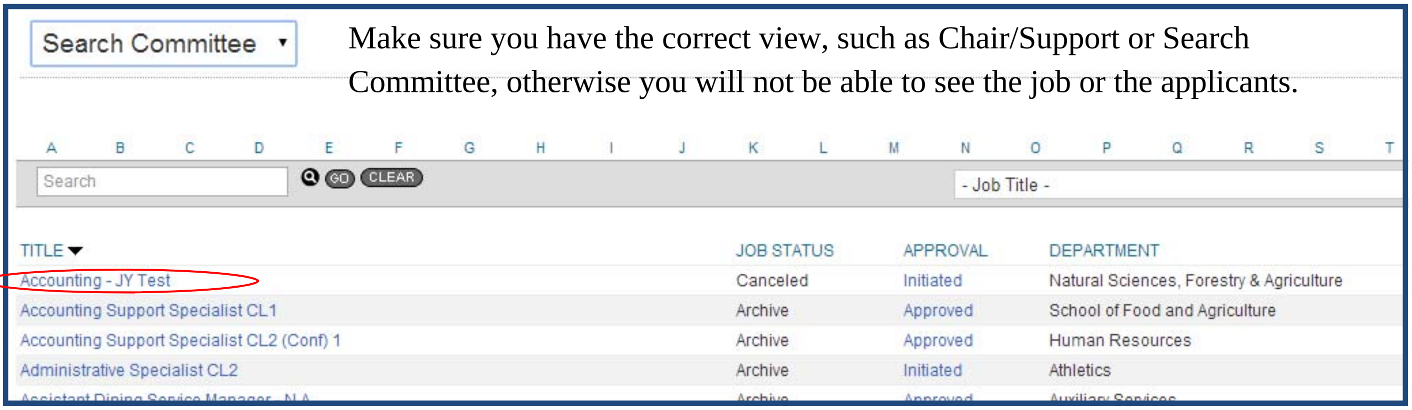
7. Select who the evaluators will be by clicking on the name and holding the CTRL button.

8. Once completed, click "Save Evaluation.

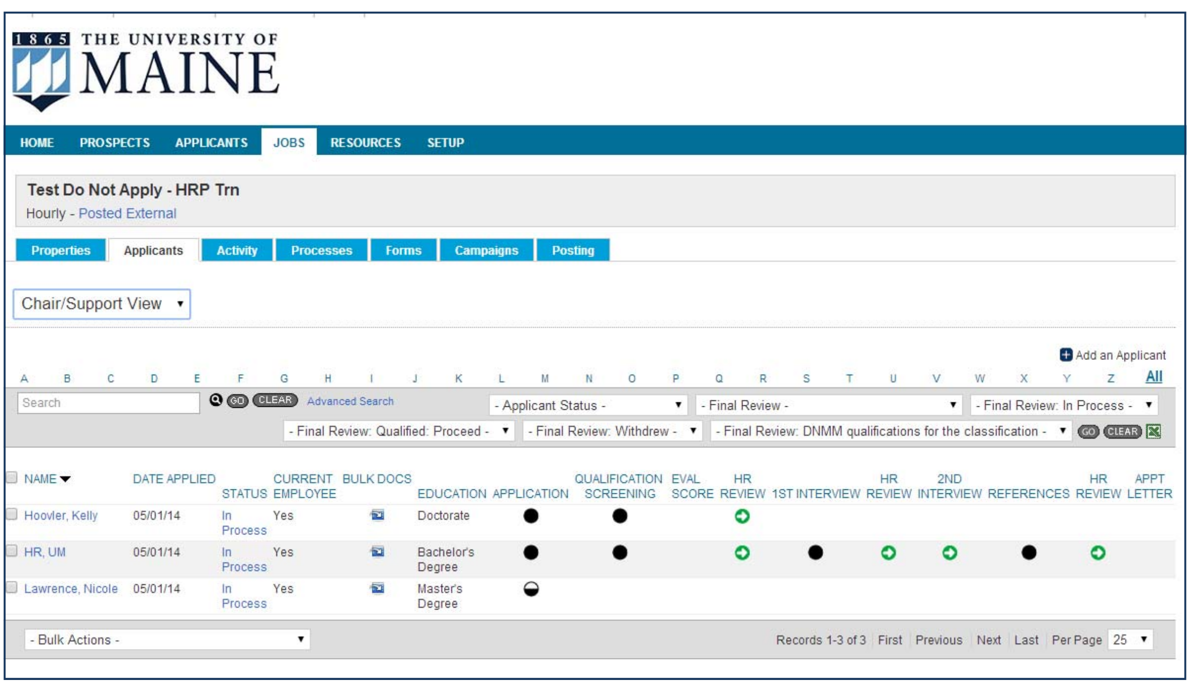


Evaluating Applicants

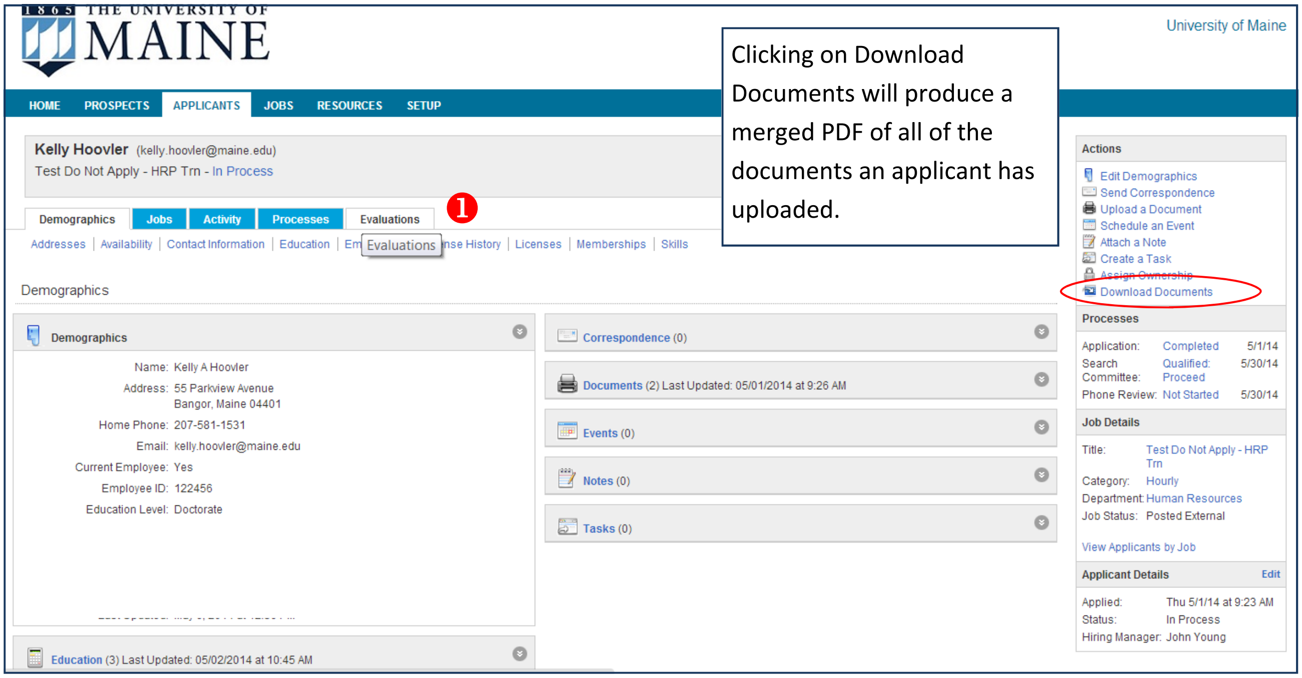
Depending on how many jobs you have access to view, you will see all of them listed on this screen. To view applicants for any of the jobs, click on the position you want to review. If you can not see a particular search, please clear your history then logout and log back in.



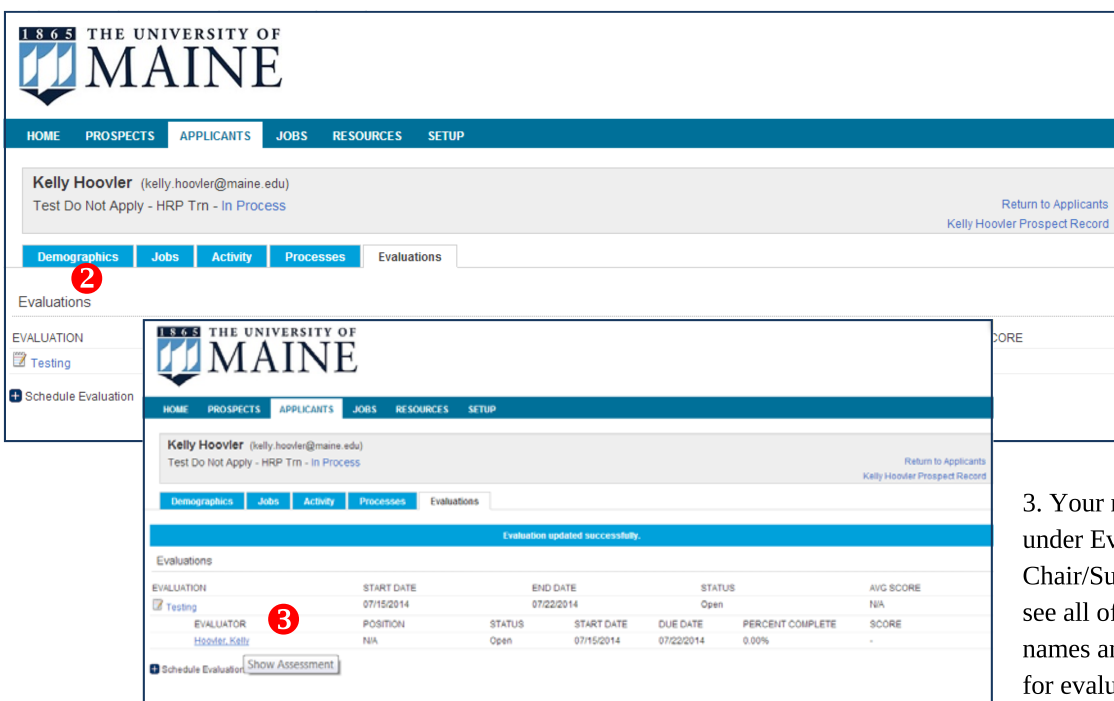
1. To view applicant information, click on an applicant's name.
2. You will be directed to the applicant's record page which includes their demographics and any upload documents such as resume/cv and cover letter. Click Download Documents to view a PDF of their documents.
3. To view the job announcement, click on "**Properties**".



Evaluating Applicants

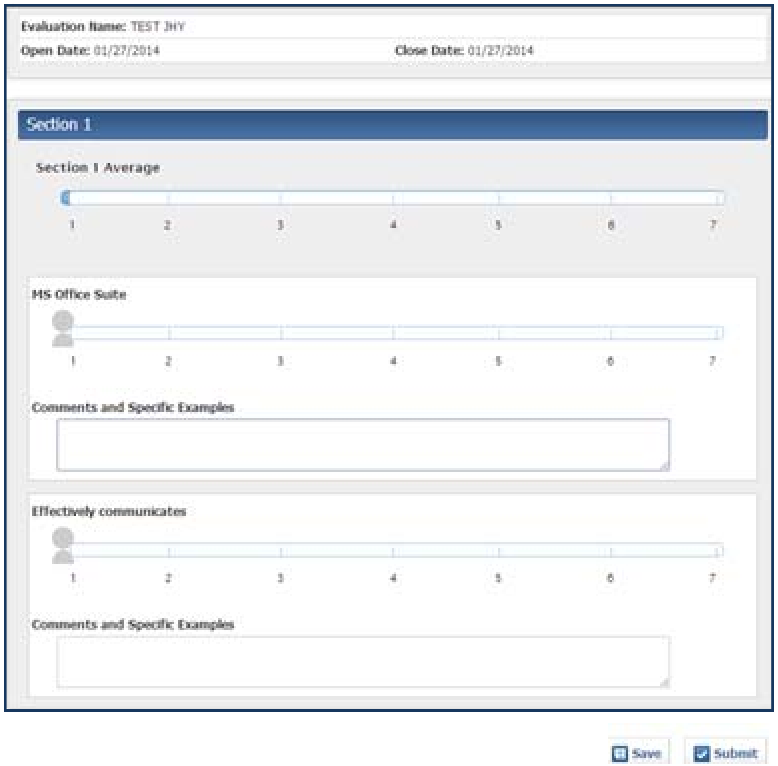


1. Click the Evaluation Tab
2. The window below will appear, click on the name of the position you are evaluating



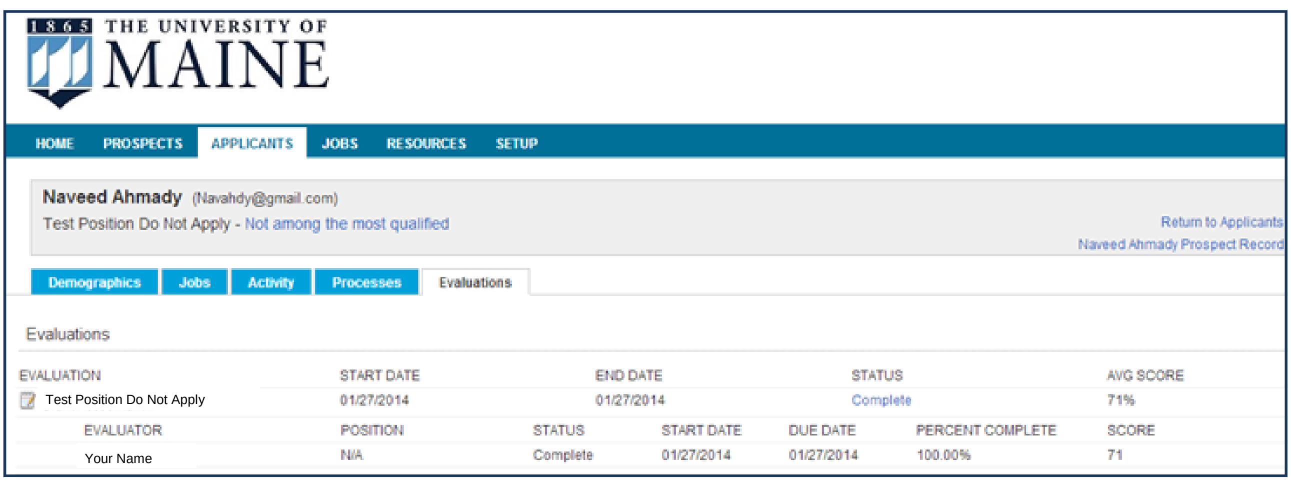
3. Your name should appear under Evaluator. If you are in Chair/Support view, you will see all of the evaluator's names and what their status for evaluating the applicant is (complete, open, etc,). Click on your name and begin the evaluation.

Evaluating Applicants



1. There will be both radio buttons and sliding scale options. This example is of sliding scale questions. Move the "person" between 1 and 7 .
2. Once the evaluation is completed, click "submit".

NOTE: *Once the evaluation has been submitted, changes can not be made*.

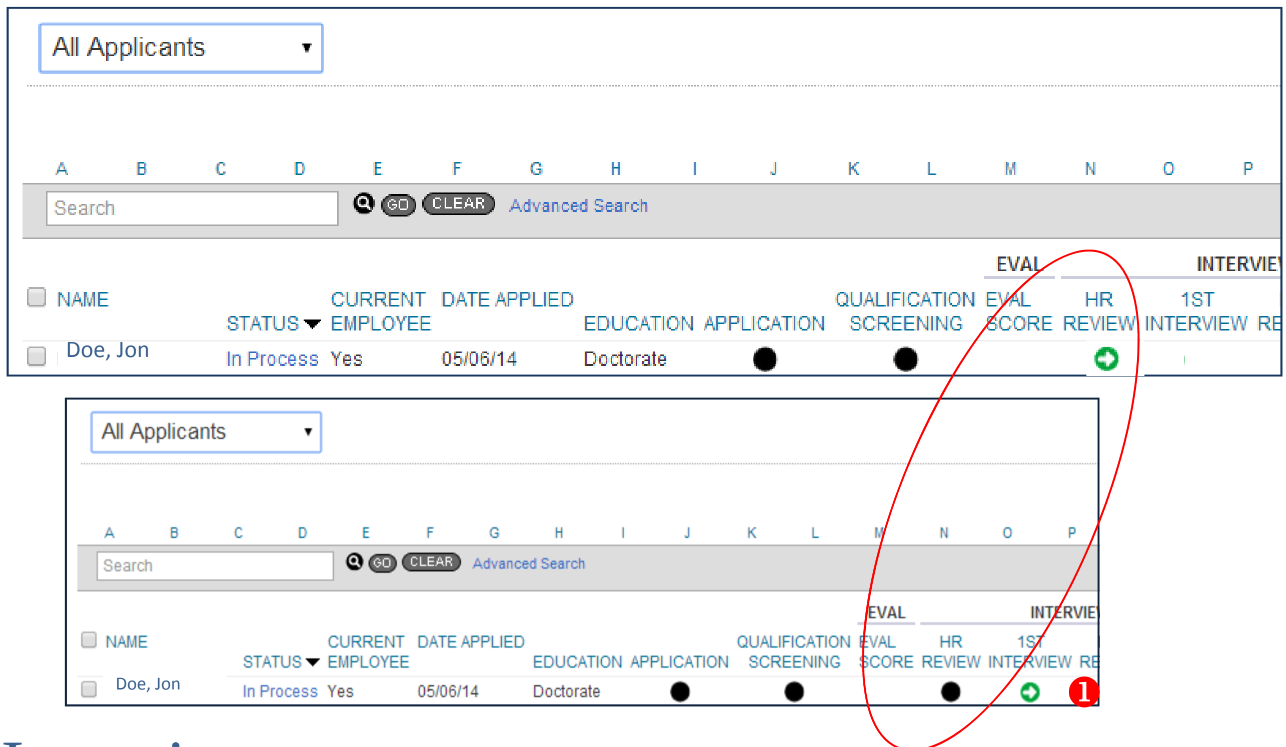


1. When the rating is complete, you will see a "score" - only if you have "submitted" the evaluation. If the score does not populate, please refresh your screen.
2. You can go on to the next applicant by clicking "**View applicants by job**" under **Actions** and repeat the process.

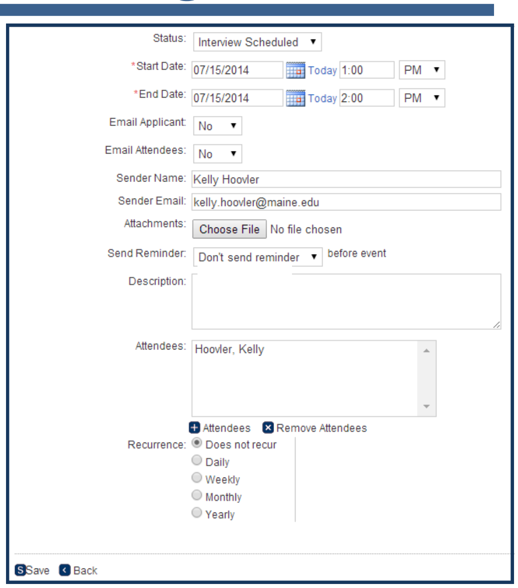
Interviews-
Requesting Approval

Once the Search Committee has selected their top applicants to interview please:

1. Contact your HRP or designee to approve the selection(s).
2. The HRP will click on the Green Arrow and move the selected applicants forward in the HireTouch workflow.



Interviews-
Recording



An email will be automatically sent when the HRP approves the applicants for interviews. Within the workflow, you will notice that at each narrowing of the search, there is an HR Review column. Once the HRP approves the applicants to move forward to the interview stage, a green arrow will appear under the 1st Interview column. This will allow the Chair/ Liaison/Support staff to record the interview once they have contact the applicant.

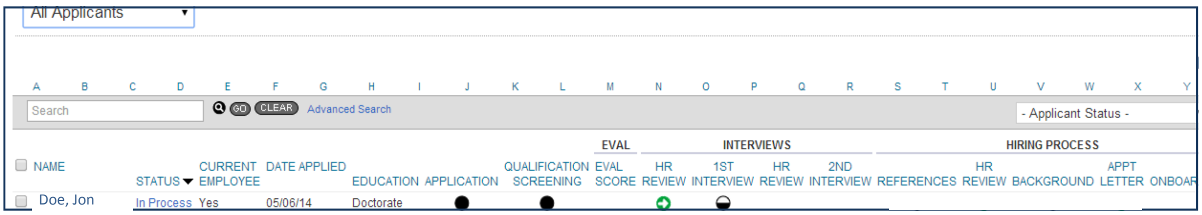
By clicking on the Green Arrow (❶)under **1st Interview**, the screen to the left will appear. Record

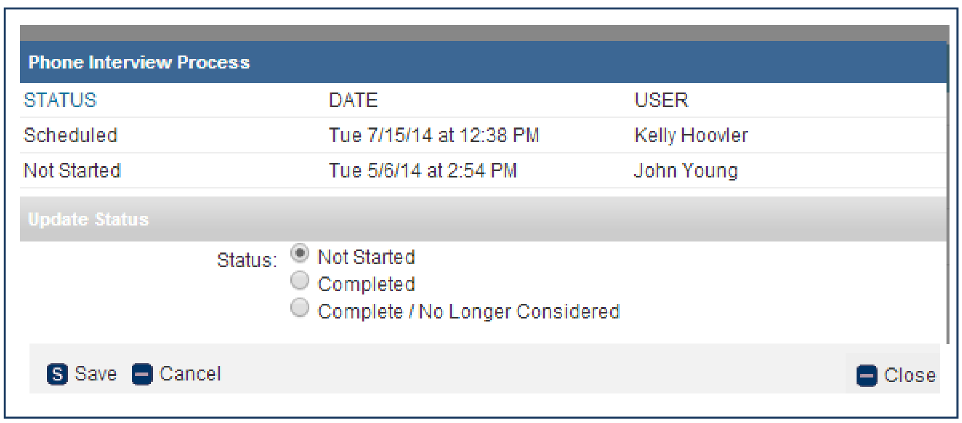
Interviews-

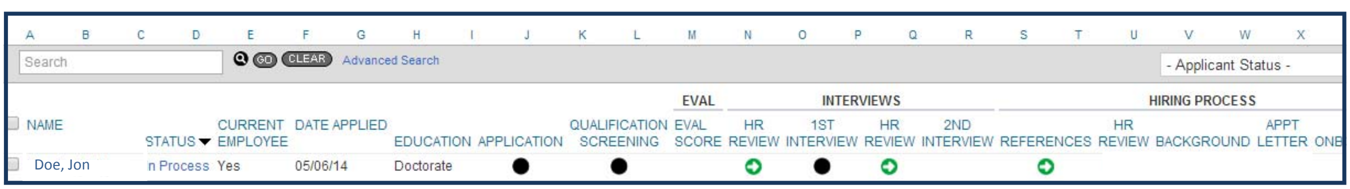
Wrap up

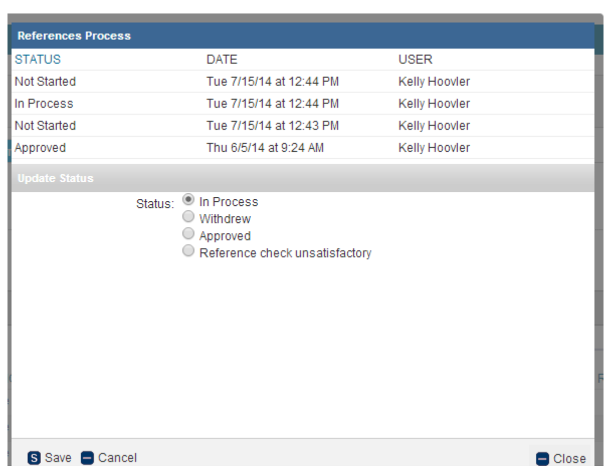
The interviews have been recorded and completed, to move further within the HireTouch workflow, the status needs to updated.

1. By clicking on the symbol, please select either *completed* or *complete/no longer considered;* and
2. Click Save









As you can see above, the 1st interview is completed and a finalist has been selected. The green arrow under the HR Review indicates another approval is required. Please contact your HRP with your final selection(s) to begin the Reference stage of the workflow. Once the references have been completed, click on the green Arrow to change the status to *Withdrew, Approved* or *Reference Check unsatisfactory* and click **Save.**

Roles & Responsibilities

Hiring Department- Upload into HireTouch, the search narrative, interviews and search notes – attach the document to the position within HireTouch.

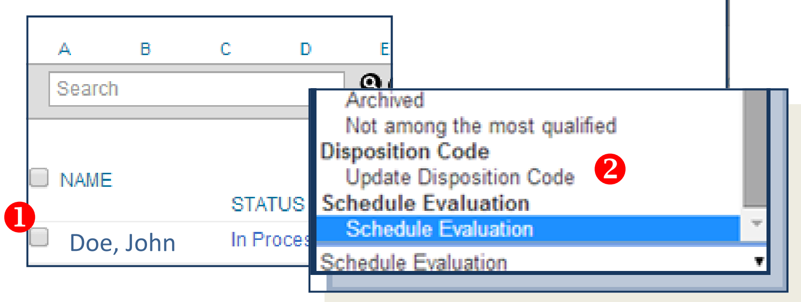
Hiring Department- Update Disposition codes for applicants evaluated and interviewed. Rejection should be sent at this time for those who were scree

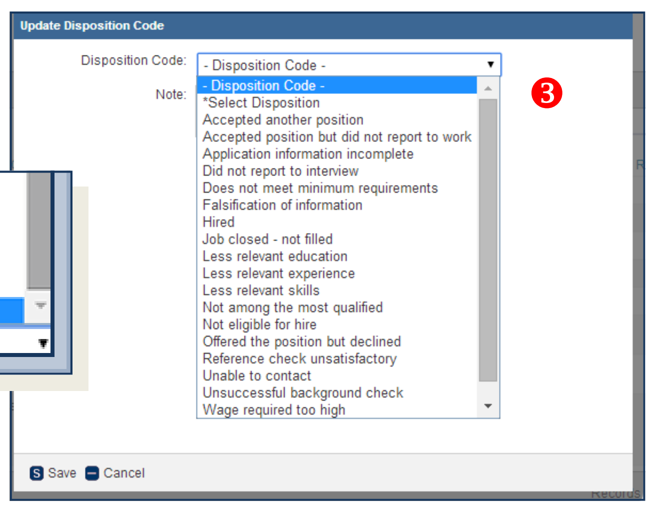
Hiring Department– Tentative Offer: *Any communication to the prospective employee must make it very clear that you are recommending his/her appointment or extending a tentative offer of employment. Board of Trustee policy provides that each new employee receive an appointment letter with general information regarding the terms and conditions of employment. This official offer of employment comes from the the University of Maine President or the Vice President for Human Resources.*

For Faculty Positions: The tentative offer letter should be reviewed by the HRP and the department's Business Office prior to being sent to the finalist

Human Resources: Initiates background checks, physicals, and screenings with a candidate, and once completed will contact the employee with tentative offer and try to establish a start date. The official start date for a regular employee should allow enough time for the HR review. Please note that the official job offer comes in the form of an appointment letter to the candidate from Megan Sanders, Vice President for Human Resources.

Updating Disposition Codes





To complete a Bulk Action disposition code update:

1.Click on the identified applicant's box

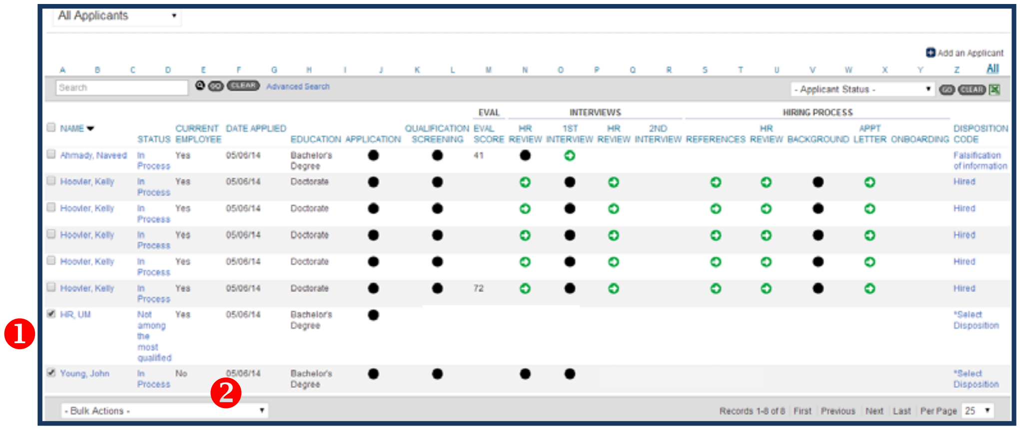
2. Click on the Bulk Action and select Update Disposition Code.

3. Select the appropriate code from the list of options.

4. Click Save

Correspondence-

Rejection Letters



While screening applications, HR encourages rejection correspondences to be sent to those who “did not meet minimum” requirements. To do this:

1. Select those identified as DNNM by clicking on the box to the left of their name.
2. Click on **Bulk Actions**
3. Select **Rejection Letter Screening**

4. An email template will appear on your screen, click **Send to all**

*(Repeat steps 1-2 and select **Rejection Letter-Post Interview** to send to applicants who were interviewed, but not selected.)*