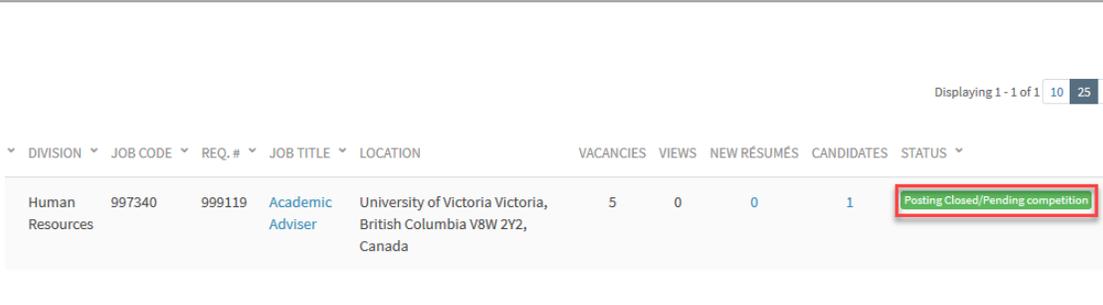# COMMUNICATING WITH APPLICANTS

This quick guide describes the process for considering and notifying internal applicants for a UVic job posting, following collective agreement requirements. It also describes how to notify candidates in bulk that a position has been filled. Other resources for hiring administrators are available at http://www.uvic.ca/hr/services/home/hiring/index.php.

#	INSTRUCTIONS	SCREENSHOT
1	When a job posting closes, the status of the posting within the UVic Careers system will change to: *Posting closed/ Pending competition*	Displaying 1 - 1 of 1 10 **25** 5 DIVISION JOB CODE REQ. # JOB TITLE LOCATION VACANCIES VIEWS NEW RÉSUMÉS CANDIDATES STATUS Human Resources 997340 999119 Academic Adviser University of Victoria Victoria, British Columbia V8W 2Y2, Canada 5 0 0 1 Posting Closed/Pending competition
2	Employment Services will provide a report indicating which applicants are verified internal applicants for the competition. Seniority dates will be included for CUPE 917 and CUPE 951 competitions if applicable.	See table below

Requisition Title	Requisition Code	First Name	Last Name	E-mail	UVic ID Number	Resume Type	Are you a current employee?	Which employee group are you a part of?	Seniority date
Administrative Assistant	993394	John	Doe	johndoe@e	V00245618	Internal	Yes	CUPE 951 - Term	02-Jul-14
Administrative Assistant	993394	Jane	Doe	janedoe@e	V00147845	Internal	Yes	CUPE 917 - Regular	16-Oct-07
Administrative Assistant	993394	Marie	Smith	mariesmith	V00654879	Internal	Yes	CUPE 951 - Regular	23-May-06
Administrative Assistant	993394	David	Jones	davidjones		External	NO	N/A	
Administrative Assistant	993394	Shuang	Niu	shuangniu@		External	No	N/A	
Administrative Assistant	993394	mario	rodriguez	mario@em.		External	No	N/A	
Administrative Assistant	993394	Branavan	Sandvita	Branavan@	V00546846	Internal	Yes	CUPE 917 - Regular	16-Nov-11
Administrative Assistant	993394	Julia	Wheaton	juliawheato	V00458765	Internal	Yes	CUPE 951 - Regular	04-Feb-10
Administrative Assistant	993394	Marcus	Lessig	marcuslessi		External	No	N/A	
Administrative Assistant	993394	Xiaomei	Liu	xiaomeiliu@		External	No	N/A	
Administrative Assistant	993394	Rhonnie	Smithers	RhonnieSm		External	No	N/A	
Administrative Assistant	993394	Bronwyn	Easterley	Bronwynea		External	No	N/A	

#	
3	Hiring administrators are urged to review the Human Resources Recruitment Workbook to ensure you meet shortlisting and/or seniority requirements for internal employees. Requirements include contacting and/or interviewing internal candidates who possess the minimum qualifications for a posted position, and contacting internal applicants to advise them if they do not meet the posted minimum qualifications. See Article 16.03 of the CUPE 917 Collective Agreement, Article 16.05 of the CUPE 951 Collective Agreement and Article 5.06 of the PEA Collective Agreement at www.uvic.ca/hr/services/home/labour-relations/index.php for details.

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#	INSTRUCTIONS	SCREENSHOT
4	In order to notify applicants in bulk that the position has been filled, you can send a letter through the UVic Careers system. It is recommended that you complete this step before changing the status of your successful applicant to 'Hired'. Once you move your new employee to 'Hired' status and disposition other candidates, the competition will show as 'Position Filled' on applicants' Résumé Submission History. You may wish to telephone applicants and follow up by sending a letter. See the [Recruitment Workbook](#) for suggested best practices.	
5	From the Dashboard, select: **Recruiting** – **Requisitions** – **Manage Requisitions** – Use the **Filter** button to locate your requisition. Select the applicant that you would like to send a letter to. **Select an action** dropdown menu at the bottom of the table. Two template letters are available for notifying unsuccessful candidates: *Internal applicant notification of hire* and *UVic competition filled*.	

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#	INSTRUCTIONS	SCREENSHOT
6	In order to fulfill collective agreement requirements, you must notify unsuccessful internal CUPE 917, CUPE 951 and PEA applicants of the successful candidate. Choose the *Internal applicant notification of hire* letter template from the drop-down menu. Choose the pencil icon ✏ to open and edit the letter. You must manually add the requisition number and other information. In the Edit Letter Template, remember to scroll down and click submit	
7	When you are satisfied with the content of the letter, tick the boxes next to the names of the appropriate recipients and choose Go. A **Success** message will appear at the top of the screen.	
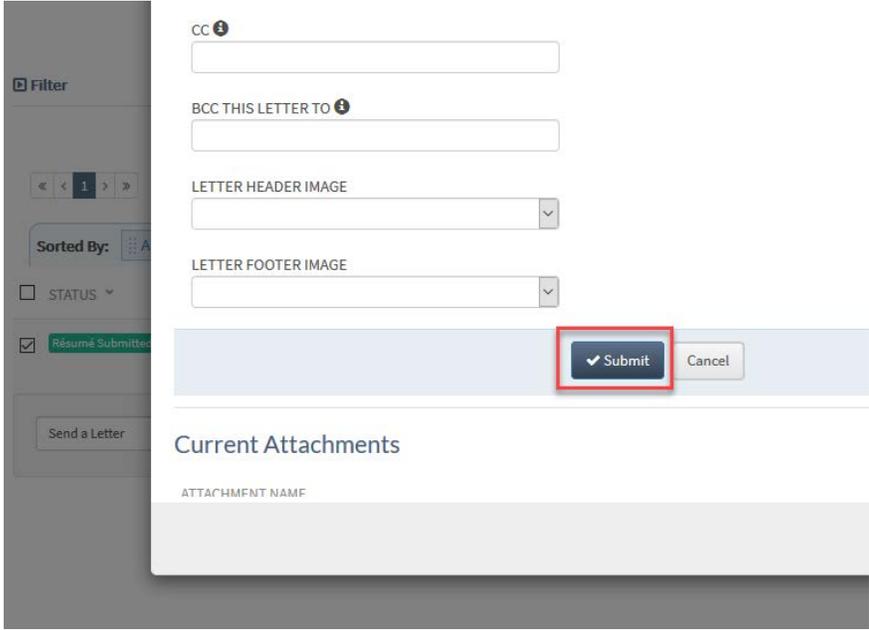
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#	INSTRUCTIONS	SCREENSHOT
8	The sent letters will be logged on each candidate's Résumé/CV Dashboard under the *Information* tab in the *Correspondences* accordian.	**SELECTED REQUISITION** 999119 - Academic Adviser RÉSUMÉ PROFILE ACTIONS **INFORMATION** TRANSACTION LOG WORKBENCH ❯ Social Profiles ❯ Diversity Data ❯ Pool Questionnaire ❯ Interview Results ❯ References ❯ Cover Letter ❯ Résumé Attachments ❯ Correspondences « ‹ 1 2 3 4 5 … › » DATE ⌄ RECIPIENT ⌄ CATEGORY ⌄ SUBJECT ⌄ 17/1/2018, 10:35 AM (PST) Fontes, Belinda Recruiting UVic competition 99XXXX filled - notification of hire

#	INSTRUCTIONS	SCREENSHOT
9	If you wish to notify all applicants in your competition that the position has been filled, use the **Send a letter** bulk option (see Step 5). Choose the *UVic competition filled* letter template. You will have to add the competition title to the subject line. Use the pencil icon ✏ to open the letter and edit it if required. Scroll down and click submit ✔ Submit	**Edit** ✕ Edit Letter Template Available Merge Codes ENGLISH SUBJECT * UVic competition 99XXXX filled BODY * Styles · Format · Thank you for your application for the [requisition_title]. The position has been filled. We hope that you'll consider applying for other vacancies at the University of Victoria of Close Window
10	When you are satisfied with the content of the letter, tick the boxes next to the names of the appropriate recipients and choose Go. Go A **Success** message will appear at the top of the screen.	Employees ▾ ✔ Success: Letter(s) sent successfully. Recruiting / Candidates / Active Candidates
11	If you wish to send letters to candidates who have already been dispositioned, click on the **0** in the **Candidates** column of the **Manage Requisitions** screen.	‹‹ ‹ 1 › ›› Displaying 1 - 1 of 1 10 ▾ CREATED · MODIFIED · POSTED · DIVISION · JOB CODE · REQ. # · JOB TITLE · LOCATION VACANCIES VIEWS NEW RÉSUMÉS CANDIDATES STATUS · TEAM RECRUITER · 8/28/2017 1/17/2018 Not Posted Yet Human Resources 997340 999119 Academic Adviser University of Victoria Victoria, British Columbia V8W 2Y2, Canada 0 0 0 0 Filled Fontes, Belinda

#	INSTRUCTIONS	SCREENSHOT
12	You will receive a message stating there are no candidates for this view. Click the *Historical View* button in the right hand corner. The complete list of candidates will appear. Send the applicable letters as per the steps above.	Employees ▾ Search... Recruiting / Candidates / Active Candidates **Active Candidates** Academic Adviser - 999119 View New Résumés **Historical View** ⊞ Filter *There are no candidates for this specific view. Please try one of the other view options.* **WHEN VIEWING SCREENED-OUT:** *If the Workflow has been set to put the individuals who screen out into a declined status, those individuals are displayed in the "Historical View" option.* v15.0.0.1
13	The sent letters will be logged on each candidate's Résumé/CV Dashboard under the *Information* tab in the *Correspondences* accordion.	Résumé Profile Actions **Information** Workbench ⊞ Expand All Panels ❯ Diversity Data ❯ Interview Results ❯ References ❯ Cover Letter This candidate does not have a cover letter for this requisition. ❯ Résumé Attachments ❯ Correspondences « ‹ 1 › » Displaying 1 - 3 of 3 10 **25** 50 100 per page DATE ⇕ RECIPIENT ⇕ CATEGORY ⇕ SUBJECT ⇕ 12/9/2015, 3:21 PM (PST) Easterly, Bronwyn Recruiting UVic competition 99XXXX filled - notification of hire

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