Sending E-mail to Applicants

For School and Department Administrators

Email templates in PeopleAdmin allow users to send messages to specific people from within the system. Examples of emails you might send include a general announcement about a posting, to notify an applicant if they’ve moved forward in the process, and to notify an applicant if they have not been selected to move forward in the hiring process. Templates use text that you supply, along with system variables (such as name, posting number, and posting title) to tailor or personalize the message. This document details the steps to follow in order to have a template created and to send an email through People Admin.

Steps to follow

1) Draft the text you’d like to include in your email template, including the subject line and the email address from which the email should be sent. People Admin email templates can include values for application and posting fields (e.g., applicant first name, applicant last name, date applied, position applied for). Send this information to faculty_recruitment@upenn.edu.

2) Once you are notified that the template is available for your use, login to People Admin to use it.

3) Navigate to the posting and list of applicants to whom you wish to send emails.

4) Select the applicants you want to email by clicking the check box to the left of their name:
5) Click on the Actions button (not to the Actions drop down on the applicant row) and select Email Applicants:

6) Select the template you want to use from the drop-down and then click the Preview button to review a sample of the email that will be sent:
7) A preview the email for the first applicant you have selected will be shown. Once you have confirmed the email is correct, press Send Emails and the system will generate the email message(s):

8) An audit trail of emails that have been sent is saved in both the posting history and the applicant history. You can click on the link in the audit log to view a copy of the email that was sent.

Posting history:
Applicant History:

[Image of a web page showing applicant history for a job application.]