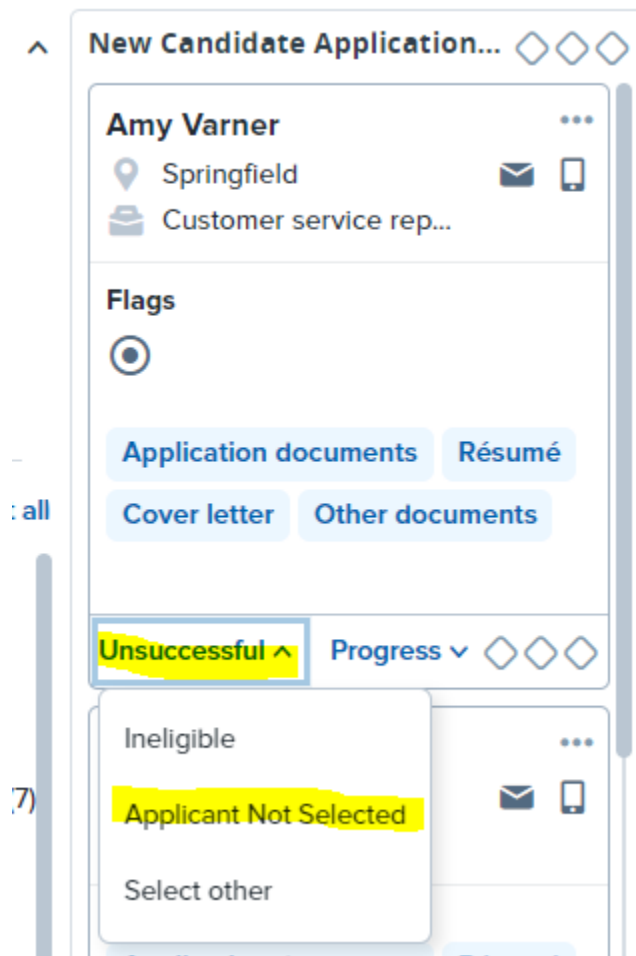## Applicant Not Selected How to Guide

When you're ready to notify the applicants you didn't select for the job.

Step 1 Select the applicant in Page Up and click on the "unsuccessful" arrow. Select the **status** change to **Applicant Not Selected.**

Step 2 When the screen pops up, you will see an email that can be edited and sent to applicants *(click "no" at the top if you want to change the status without sending an email)*.

Depending on where you're at in the review process, you may need to update the wording in the email to something like, "thank you for taking the time to apply…" if they are an applicant who didn't receive an interview.

Email: Applicant: ○ Yes   ● No

From:*   jobs@otc.edu

Subject:*   Application Outcome

Message: Merge fields

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Dear Amy,

We appreciate your interest in Ozarks Technical Community College and the time you've invested in applying for the Adjunct Instructor - Communication opening.

We ended up moving forward with another candidate, but we'd like to thank you for <mark>talking to our team</mark> and giving us the opportunity to learn about your skills and accomplishments.

We will be advertising more positions in the coming months. We hope you'll keep us in mind and we encourage you to apply again.

We wish you good luck with your job search and professional future endeavors.

Best regards,

Ozarks Technical Community College

Step 3 After the email has been edited, scroll down to Applicant not selected reason and click the drop down arrow to select the most appropriate option. Click **Move now** to send the email/update the status.

⊟ Applicant Not Selected reason

Please indicate the reason for selecting the applicant not selected status:*

| Select | ⌄ | ✱ |

⊟ Note

The following will be added to the applicant notes for administrators to view:

Move now   Cancel

Step 4 Once the applicant's status has been updated, it will automatically move to a separate column on your Applicant Progress Board.

Complete these steps as needed until all of your applicants have received appropriate communication.