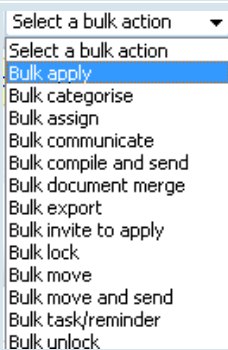
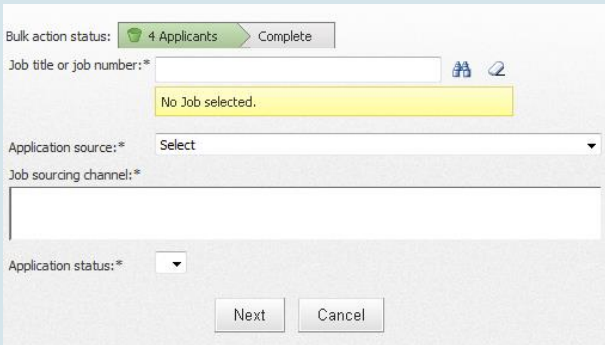





Quick Reference Guide – Bulk apply (HR Only - use in campaigns)

What you need to do	What you will see
<p>STEP 1: Select the applicants</p> <p>After reviewing the applications for a particular job or campaign, use the checkboxes to indicate the applicants to be included in your Bulk apply</p> <p>TIP: If you would like to include all of the applicants who have applied for a job, click All pages in the Select drop-down list.</p>	 <p>The screenshot shows a table with three rows of applicants. Each row has checkboxes for selection, a date (11 Nov 2011), a status (New), a name (Andy, Mandy, Robert), and a role (Applicant, Matcher, Reliable). Below the table is a 'Select records:' dropdown menu with options: All pages (checked), Current page (checked), All pages (unchecked), Current page (unchecked), All pages (unchecked), Current page (unchecked), and Clear all selections.</p>
<p>STEP 2: Select Bulk apply</p> <p>From the Select a bulk action menu at the top of the page, select Bulk apply.</p>	 <p>The screenshot shows a dropdown menu titled 'Select a bulk action' with the following options: Bulk apply (highlighted), Bulk categorise, Bulk assign, Bulk communicate, Bulk compile and send, Bulk document merge, Bulk export, Bulk invite to apply, Bulk lock, Bulk move, Bulk move and send, Bulk task/reminder, and Bulk unlock.</p>
<p>STEP 3: Select the job</p> <p>Click the binoculars to select the Job that you would like to apply the applicants to.</p> <p>Select the relevant Application source – where did these applicants hear about the opportunity?</p> <p>Select the appropriate Job sourcing channel.</p> <p>Select the application Status that the applicants should commence in, i.e. New.</p> <p>Select whether you would like to link past applications to the new job application.</p>	 <p>The screenshot shows the Bulk apply form. At the top, it says 'Bulk action status: 4 Applicants Complete'. Below this is a field for 'Job title or job number:' with a binoculars icon. A yellow box below this field says 'No Job selected.'. Below that is a field for 'Application source:' with a dropdown menu. Below that is a field for 'Job sourcing channel:' with a text input. At the bottom, there is a field for 'Application status:' with a dropdown menu and 'Next' and 'Cancel' buttons.</p>
<p>STEP 4: Communicate with applicants</p> <p>You will have the option of sending the relevant status related communication to the applicant (if appropriate).</p> <p>Indicate whether you would like to communicate, and then click Apply.</p> <p>Each of the applicants has now been applied to the selected job.</p>	 <p>The screenshot shows the Bulk apply form with communication options. At the top, it says 'Bulk action status: 4 Applicants Complete'. Below this is a message: 'You have requested to apply 4 applicants to the Media Sale Consultant job.. You now have the opportunity to notify these people:'. Below this are two radio button options: 'E-mail: Applicants: Yes No' and 'E-mail: Agency: Yes No'. At the bottom, there are 'Apply', 'Cancel', and 'Spell check' buttons.</p>