How to send applicants a COVID-19 communication notification from PageUp

Moving the applicant to **Bulk communicate** status allows you to select a communication template to email applicants based on hiring process.

- On the *Manage Applications* screen, check the box next to each applicant you want to communicate too or select all pages to communicate to every applicant. (*Do not send the communication to applicants who were placed in Minimum Requirements Not Met, Not Hired-Not Interviewed, Not Hired-Interviewed, or Round 1 status.)*
- 2. Select **Bulk Communication** from the *bulk action* drop-down menu.



3. Select COVID-19 Hold Communication or COVID-19 Keep Warm from communication template and click Next.

Select a communication template	₽
Bulk action status: 1 Applicant Complete Select a communication template:	
Application Outcome - Not Hired - Not Interviewed Confirm updated terms and conditions COVID-19 Hold Communication COVID-19 Keep Warm Incomplete Application (non system generated)	
Next > Cancel	

4. Review the email and click **Send** once you have completed any necessary edits.

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