

Yale-coordinated Internships

How to Send a Batch Email to Multiple Applicants

When you are reviewing the candidates to your Yale-coordinated Internship, and would like to contact all or just a few, you can do so via the Yale Career Link system. The seven steps below outline how to view applicants to your internship posting(s), and send emails to all or a select few.

This may be helpful as you shortlist candidates for interviews. You will be able to send emails to those you wish to interview to notify them that you would like to schedule a time, as well as to candidates you feel may not meet the requirements you are looking for.

1. Log in to your Yale Career Link account: <http://yale-csm.symplicity.com/employers/>. If you do not have your password, please select “Forgot Password”.
2. Once you have logged in, select “View Job Postings on the right side of your homepage.

The screenshot shows the Yale Career Link employer dashboard. The Yale logo is in the top left. The user profile 'Julia Bourque TEST' is in the top right. A left sidebar contains navigation links: Home, Jobs & Internships, Surveys, and My Account. The main content area has three sections: Alerts (4 student(s) has(have) applied to your Non-OCR job postings), Announcements (no announcements to display), and Job Postings (with 'View Job Postings' circled in red). A feedback box is at the bottom right.

3. Select the applicants – this is the green number on the right.

JOB POSTINGS (NON-OCR) STUDENT RESUMES (NON-OCR) JOB SHADOW ARCHIVED JOBS CF JOBS PUBLICATION REQUESTS

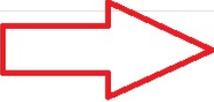
Keywords
(searches job title, ID, description, and organization name: min. 3 characters)

SEARCH CLEAR MORE FILTERS

POST A JOB

Internship TEST
New Haven, Connecticut - Yale-Coordinated Internship
ID: 12451529
Expiring on Jan 26, 2018 Posted on Jan 09, 2018
 Withdraw

Showing 1-1 of 1 results

 **4**
Applicants

4. From here, you will be able to see all the candidates who have applied to the specific posting. You can see their material readily available below their name. You will also see a check box circled in red – this is how you can select all candidates if you wish.

The screenshot displays a web application interface for managing job applications. On the left is a dark blue navigation sidebar with the following menu items: Home, Jobs & Internships (with a dropdown arrow), Job Postings, Student Resumes, Job Shadow, Archived Jobs, CF Jobs, Publication Requests, Surveys, and My Account (with a dropdown arrow). The main content area is white and features a 'BATCH OPTIONS' dropdown menu at the top, which is highlighted with a red circle. Below this, there is a list of four candidate entries, each with a selection checkbox on the left. The candidates are: Tim Daltrey, Stephanie Student, Bourque StudentTEST, and Bourque Test2. Each entry includes the candidate's name, submission date (Jan 09, 2018), experience level (Exp. Learning Job Offer: Yes), and student availability status. Below each candidate's name are three interactive elements: an 'OFFER POSITION' button, a 'Rank:' dropdown menu (set to 'Select'), and two download links for 'Resume' and 'Cover Letter'.

Home

Jobs & Internships ▾

Job Postings

Student Resumes

Job Shadow

Archived Jobs

CF Jobs

Publication Requests

Surveys

My Account ▾

BATCH OPTIONS ▾

Tim Daltrey
Submitted on Jan 09, 2018
Exp. Learning Job Offer: Yes
Student Availability:
OFFER POSITION
Rank: Select ▾
↓ Resume ↓ Cover Letter

Stephanie Student
Submitted on Jan 09, 2018
Exp. Learning Job Offer: Yes
Student Availability:
OFFER POSITION
Rank: Select ▾
↓ Resume ↓ Cover Letter

Bourque StudentTEST
Submitted on Jan 09, 2018
Exp. Learning Job Offer: Yes
Student Availability:
OFFER POSITION
Rank: Select ▾
↓ Resume ↓ Cover Letter

Bourque Test2
Submitted on Jan 09, 2018
Exp. Learning Job Offer: Yes
Student Availability:
OFFER POSITION
Rank: Select ▾
↓ Resume ↓ Cover Letter

5. You are also able to select specific candidates if you would like to email only them. Once you have selected the candidates you would like to email, you will see the “Batch Options” drop-down menu in blue.

Yale

The screenshot displays the Yale job application interface. On the left is a dark blue sidebar with navigation options: Home, Jobs & Internships (with a dropdown arrow), Job Postings, Student Resumes, Job Shadow, Archived Jobs, CF Jobs, Publication Requests, Surveys, and My Account (with a dropdown arrow). The main content area shows a list of candidates. At the top of this area, there is a blue button labeled 'BATCH OPTIONS' with a dropdown arrow, followed by the text '2 selected'. A red arrow points to this button. Below this, four candidate entries are listed. The first two, 'Tim Daltrey' and 'Stephanie Student', have their selection checkboxes circled in red. Each entry includes the candidate's name, submission date (Jan 09, 2018), 'Exp. Learning Job Offer: Yes', 'Student Availability:', an 'OFFER POSITION' button, a 'Rank: Select' dropdown menu, and download links for 'Resume' and 'Cover Letter'. The last two entries, 'Bourque StudentTEST' and 'Bourque Test2', are not selected.

6. Select the “Batch Options” drop-down menu. You will see several options, such as *Generate Book* which compiles the application material of the selected candidates into one PDF. To send an email to the selected candidates, select *Mail to Checked*.

Yale

Home

Jobs & Internships

Job Postings

Student Resumes

Job Shadow

Archived Jobs

CF Jobs

Publication Requests

Surveys

My Account

BATCH OPTIONS 2 selected

Mail to Checked

Save As Excel

Generate Book

Offer Position

Withdraw Position

Set Status...

Student Availability:

OFFER POSITION

Rank: Select

Resume Cover Letter

Bourque StudentTEST

Submitted on Jan 09, 2018

Exp. Learning Job Offer: Yes

Student Availability:

OFFER POSITION

Rank: Select

Resume Cover Letter

Bourque Test2

Submitted on Jan 09, 2018

Exp. Learning Job Offer: Yes

Student Availability:

OFFER POSITION

Rank: Select

Resume Cover Letter

Do not click *Offer Position* in this way; you will receive a separate guide on how to offer positions.

7. Write your message! Include all the relevant information requested in the form. The emails will be sent to each recipient individually, rather than copied in together, so you can personalize the messages by typing `[fname]` and the system will automatically enter the candidates' first names.

Job Postings

STEP 1: Review/Edit Message

Please review/set the parameters of the message you wish to send. Make any changes in the form below, select whether and how you wish to save these changes, and then select the 'next' button.

Target

Select a user type for which this message is intended for

Student

Context

Select a context for this message

Subject *

Enter the subject of the email message.

From *

julia.bourque@mail.sit.edu

Cc

Address(es) who should be carbon copied. Any email address entered will receive EVERY copy of the sent message

Bcc

Address(es) who should be blind copied. Any email address entered will receive EVERY copy of the sent message

Available Fields

General:

[date] (Date)
[time] (Time)
[tab] (Tab)
[system_url] (System URL)
[system_title] (System Title)
[institution_name] (Institution Name)
[signature] (Email Signature)

Student:

[fullname]
[fname]
[lname]
[iname]
[title]
[salutation]
[orgname]
[street]
[city]
[state]
[zip]
[phone]
[fax]
[email]
[services]
[account_manager_email]

Finally, here are several examples of emails we have seen sent to candidates:

Dear [fname],

Thank you for your application to our internship at XXX. We have reviewed your resume and cover letter, and would like to schedule an interview.

We are in the HKT time zone, and are 13 hours ahead of New Haven. Please let us know if you are available in the evening (your time) during the week of February 5. We are in the office starting at 8:30am HKT.

We look forward to interviewing you for our summer internship.

Sincerely,

Dear [fname],

Thank you for submitting your resume and cover letter to the position of Research Analyst at XXX. Unfortunately, we are not able to offer you an interview at this time, as we are looking for someone with more experience in XXX for this role.

Please do not hesitate to keep in touch.

Sincerely,