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.

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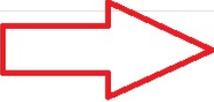
Keywords
(searches job title, ID, description, and organization name: min. 3 characters).

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

4
Applicants

Showing 1-1 of 1 results

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.

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.

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

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1

☐ BATCH OPTIONS ∨   2 selected

☑ Mail to Checked   **2**

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

(i) 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]
[mi]
[lname]
[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,