Creating Email Templates

Step One:

Login to ApplicantPro:

> https://admin.applicantpro.com/
>
> Enter **Username** and **Password**

Step Two:

Click on the 3 gears icon at the top of your screen and select "**Settings**".
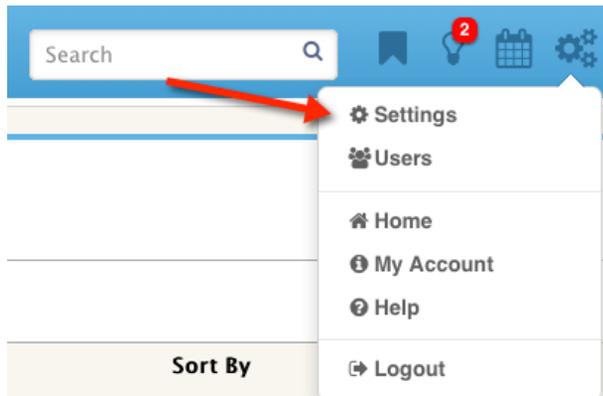
Step Three:

Click on the **Email Templates** tab. To add a new status click the **New Email Template** button in the top right hand corner. You can edit or archive any template by clicking on the **Action** button next to each template. You can always show the archived template by clicking **Show Archived** at the bottom of the page.

	Template Name	Email Subject
▾ Action	Background	Background
▾ Action	Html	Test
▾ Action	Invite to Complete 2nd Stage of Application	Requesting Additional Information
▾ Action	Job Title	Job Title: #job_title#
▾ Action	Rejection - Non interviewed	Your Application with Our Company
▾ Action	Thank You Email	Thank you for applying with Caleb Larkin

Create custom email templates such as regret letters and interview requests to easily communicate with your applicant pool during the hiring process.

☐ New Email Template

☐ Show Archived

Step Four:

You can copy an email template from our library of options or create your own. Put in the template name, sender email (the sender email will give the person receiving the email an address to reply to, it does not change the actual email address that sends the email), email subject, and email body.

When finished click **Submit**.

Copy From Library

Interview Request
Rejection - Non Interviewed
Interview Confirmation
Offer Letter
Incomplete Application Notification/Reminder
Invite to Complete 2nd Stage of Application

New Email Template   ✪

Fill out the form below to edit an email template. If you would like to auto insert information, copy and paste the #text# where you would like it to appear.

#application_id#	#app_id#	#user_id#	#job_listing_id#
#listing_id#	#first_name#	#last_name#	#address_1#
#address_2#	#city#	#state#	#zip#
#country#	#applicant_phone#	#email#	#job_title#
#internal_job_id#	#job_end_date#	#job_city#	#job_state#
#company_name#	#clientsite_name#	#clientsite_url#	#company_subdomain#
#assessment_url#	#assessment_username#	#assessment_password#	#screenie_url#
#todays_date#	#job_url#	#login_page#	#your_name#

Copy From Library

Email Template Name*

    ✖

Sender Email

Email Subject*

Email Body*

Close   **Submit**

Step Five:

You can Copy from Default- This will allow you to select from one of several pre-loaded email templates.

Template Name- Enter a name associated with the type of email you are creating.

Sender Email- If you would like correspondence with the applicant, you can list your email address here. The field will default to no-reply@applicantpro.com.

Email Subject- This is the subject that will display to your applicants.

Email Body- Draft the body of the email in this field. You can select from the list of "tags" and the system will populate those pieces of information, and customize the email for each applicant.

Some Common Tags Available to Insert:

When you insert the tags below into the body of your email it will pull the custom information into the email for each applicant. (i.e. Thank you for applying to the #job_title# position, appears as: Thank you for applying to the Customer Service position, if the applicant were to apply to the Customer Service position.

#first_name#
#last_name#
#job_title#
#internal_job_id#
#todays_date#
#address_1#
#address_2#
#city#
#state#
#zip#
#country#
#application_id#
#job_listing_id#

Common Questions:

What do the #items# mean?

The #items# are variable options that automatically import information from the application. This gives an option to send a mass email that appears personal.

Can I edit the template before I send out an email to an applicant?

Yes you can edit anything before it is sent out. In the timeline area you will find the template used, but also exactly what was sent in the email.

Who can create email templates?

Only administrators can create email templates. Any user can send out an email template to an applicant selecting from the templates you provide.