## Overview

This job aid goes over how to forward applicant materials to someone outside of the routing process that is used for resume screens. The forward applicant functionality will typically be used to forward an applicant's resume and/or letter of qualifications to an interview panel or other interested parties (ex. hiring supervisors who do a resume review to hire for an LTE or project position).

If you need to route application materials to raters for a resume screen, you need to follow the process outlined in the Running a Resume Screen job aid.

Forwarding Applicants

1. From the **Applicants** tab within the Job Opening, select all the applicants that you want to forward.
   a. **Warning** – be aware of how many applicants you send in one email since you will be including attachments. You do not want to bump against email size limits that your agency may enforce.
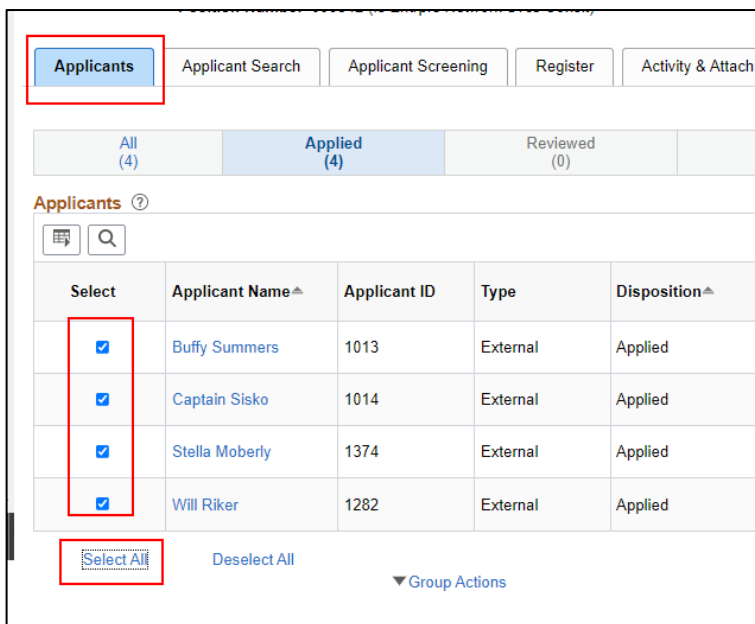
2. Underneath the list of applicants, go to **Group Actions – Applicant Actions – Forward Applicant**.
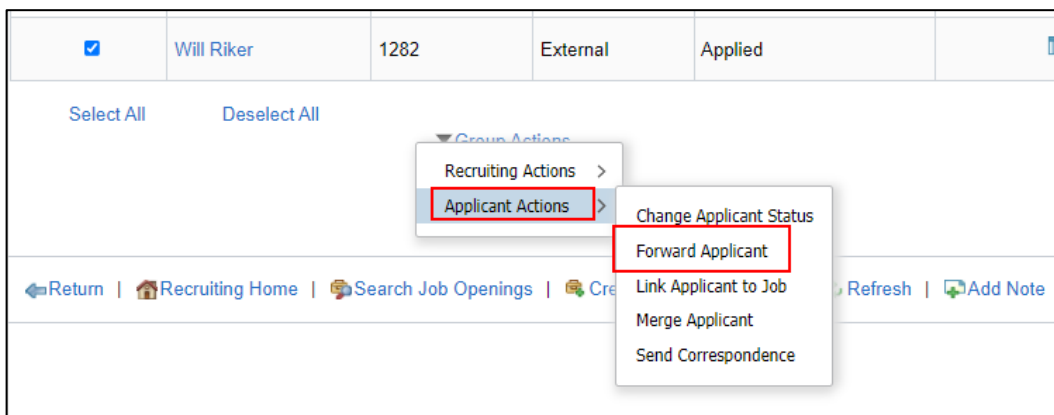
3. The **Forward Applicant** page will display. The list of applicants that will be forwarded will be at the top of the page.

Forward Applicant

ID	Applicant Name	Job Opening
1013	Buffy Summers	1463 - Is Entrprs Network Svcs Conslt
1014	Captain Sisko	1463 - Is Entrprs Network Svcs Conslt
1374	Stella Moberly	1463 - Is Entrprs Network Svcs Conslt
1282	Will Riker	1463 - Is Entrprs Network Svcs Conslt

1-4 of 4 | View All

4. Enter the email addresses of the recipients in the **Recipient Information** section. The email can be sent anyone, including non-state employees.
    a. You can also enter your own email in the cc or bcc fields if you want to receive a copy of the email.

Recipient Information

*To lady.godiva@gmail.com   Find

Cc   Find

Bcc   Find

5. The **Sender Information** will populate with your name.

Sender Information

From   Nicole Zimm

6. Enter the text of the email in the **Message** section of the page.
    a. **Subject** = Email Subject Line
    b. **Acces**s = Public
    c. Check boxes next to **Include Resume** and/or **Letter of Qualifications** based on what you want to send. You must check the boxes to include those materials. The resume and letter attached to the job opening will be sent.
    d. **Message** = start of the body of the email

Message

*Subject   Application Materials for Warden Recruitment

*Access   Public ▾

☑ Include Resume   ☑ Include Letter of Qualifications

Message   Please see the resumes and letters for the applicants you will be interviewing for the Warden position. Benchmark information will be sent separately.

[Preview]   [Send]   [Cancel]

7. If you click **Preview**, you will see a preview of the message but not any of the attachments. Click **Return** to get back to the main page.

Forward Applicant Preview

To   lady.godiva@gmail.com

Cc

Bcc

From   Nicole Zimm

Subject   Application Materials for Warden Recruitment

Message

Please see the resumes and letters for the applicants you will be interviewing for the Warden position. Benchmark information will be sent separately.
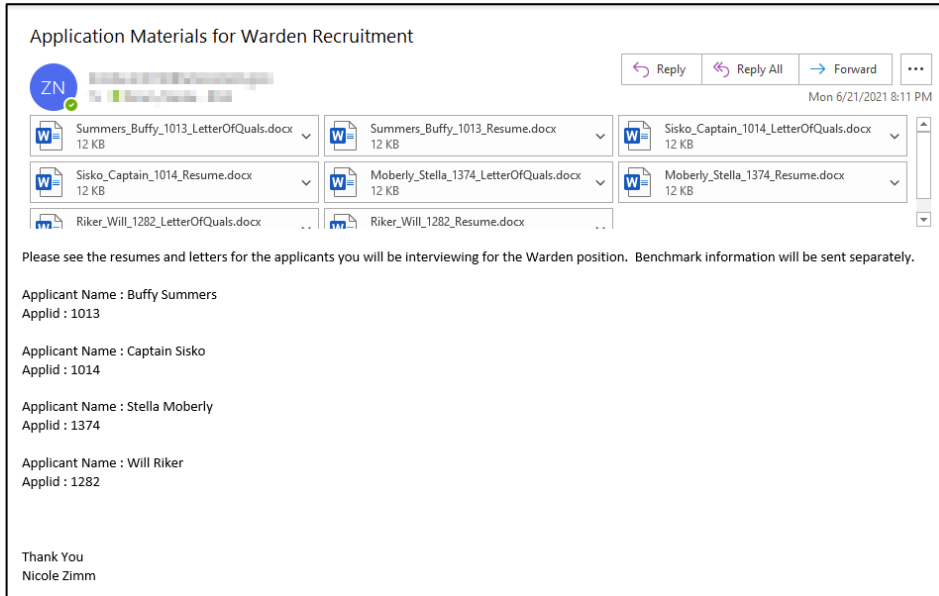
Applicant Name : Buffy Summers
Applid : 1013

Applicant Name : Captain Sisko
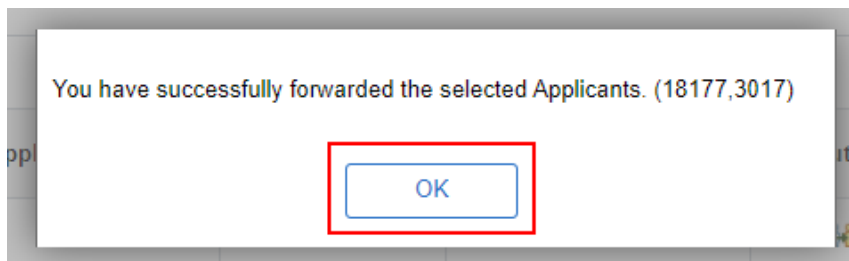Applid : 1014

Applicant Name : Stella Moberly
Applid : 1374

Applicant Name : Will Riker
Applid : 1282

Thank You
Nicole Zimm

[Return]

8. Click **Send** from the main page to forward the applicants.
9. The recipient will receive an email with the list of the applicants and all their materials.

10. The following will display. Click **OK**.

11. A record of the correspondence is saved in the **Notes** section of the applicant's application.