SlugQuest Employer Guide:
Review Applicants Cover Letter and Resume
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To view applicants, click on the “View Applicants” shortcut on the right sidebar.
Under the “Student Resumes” tab, you will find all the students who have applied to your position, as well as the documents they have attached (e.g. resume, cover letter). Click on the icons under “Documents” to read their attached documents.
Use the drop-down menu under “Status” to organize your applicants.
You can also select multiple applicants using the check boxes on the left and then apply a status to all of them at once.
You can use “Mail to Checked” to email the applicants you would like to interview or hire.
The email form has standard fields such as subject line and the message body. The “Available Fields” menu to the right allows you to send personalized emails to multiple students by embedding the placeholder fields in the message body text. Click continue at the bottom when you are ready to send.
This screen allows you to review your email information before you send. You can delay the email using the “Set Message Send Time” option. When you are done reviewing, click “Send Messages”.
You have successfully sent your message!