**Bulk Communicate to Applicants**

Send emails to a group of applicants at one time.

1. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
2. Click the menu button in the top right corner of your screen.
3. Click **Manage jobs** which is under the **Jobs** category.
4. Click the applications icon to view and print the applications which is located to the right of the job title.

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1. Click the green box to the left of all the applicants that you want to email.

Before: ↓ After: ↓



1. In the dropdown box at the top, select **Bulk communicate**.



1. Select the communication template that you would like to send.
	1. Not Selected for an Interview
	2. Not Hired
2. If you do not see a communication template you would like to use, you can move to the next step.
3. Click Next>.
4. Enter a Subject.
5. Click Send.