Mass Routing Applicant Data

Recruiters and hiring managers have the ability to route multiple applicants to multiple people associated with a job opening (i.e., search committee, supervisor, hiring teams) from the Manage Job Opening page within Recruiting Solutions. Determine which applicants to route, then follow the steps on using the mass routing feature.

Navigate to: Main Menu > Recruiting > Recruiting Home

1. In the Quick Links section, click <Search Job Openings>.

2. Search for a specific job on the Search Job Openings page using available search fields. Note: In our example we used the Job Opening ID value and the Status of “Open.”

3. Click <Search>.

4. Click on the title of the job opening to open the Manage Job Opening page.
5. On the Manage Job Opening page, check the select boxes next to the specific applicants to route. Note: If all applicants should be routed, check the Select All box in the Applicants column.

6. Click <Group Action> at the bottom of the Manage Job Opening page.

7. Select “Recruiting Actions” then “Route Applicant” from the drop-down menu.
8. On the **Route Applicant** page, click <Add Hiring Team> to add existing members of the hiring team to the email notice.

9. Click <Add Recipient> to add additional people to your routed email notice if applicable.
   a. Note: It will be necessary to manually add the name of the additional recipient in the routing line.

10. Add comments in the **Comments** field for the recipients of the message.

11. Select the checkbox next to **Consolidate all applicants in one email**. Note: All routed applicant data will be sent to the recipients of this single email.

12. Click <Include Attachments> to route applicant data to recipients of the email.

13. Select the types of applicant data to route in the **Include Attachment** pop-up window (i.e., resume, cover letter).

14. Click <OK>. 
Mass Routing Applicant Data (cont.)

15. Click <Preview Notification> to review email prior to sending.

16. Modify the email message as needed and click <OK>.

17. Click <Submit> to route multiple applicant data to multiple recipients.

⚠️ Due to email size and capacity issues, be cautious about the volume of applicants and materials that are routed as they may be rejected by a server.