

Declining student applicants in Handshake:

Part 1 – How to change a student’s application status.

You can change a student's application status to either Hired or Declined by:

1. View Job
2. View Applicants
3. Open dropdown menu under *Status* on desired applicant and select either **Hired** or **Declined**.
 - *Keep in mind:* Students marked Hired will received a notification that they were selected for the job. **Students marked Declined will not receive any automatic notification; it's therefore best practices to send an email to declined candidates directly.**

#587 Support Contractor

Job Details Edit Applicants Campaign

Filters CLEAR

Keyword

Status

Pending (1)
 Hired (1)
View all

Label

Not Labels

School

Skills

Majors

Individual Majors

Created At

From... To...

Showing All Applicants at Your Schools EDIT

Exclude Students That Do Not Match

School Year or Graduation Date Minimum GPA
 Major Work Authorization Status

Export CSV

Export Documents

| <input type="checkbox"/> | First | Last | School | Preferences | Status | Date |
|--------------------------|-------|----------|----------------------|-------------|-------------------|----------|
| <input type="checkbox"/> | Joe | Wyzgoski | Andover College | | Pending | 09/25/17 |
| <input type="checkbox"/> | Zoë | Fluger | Rivendell University | | Declined Hired | 10/11/17 |

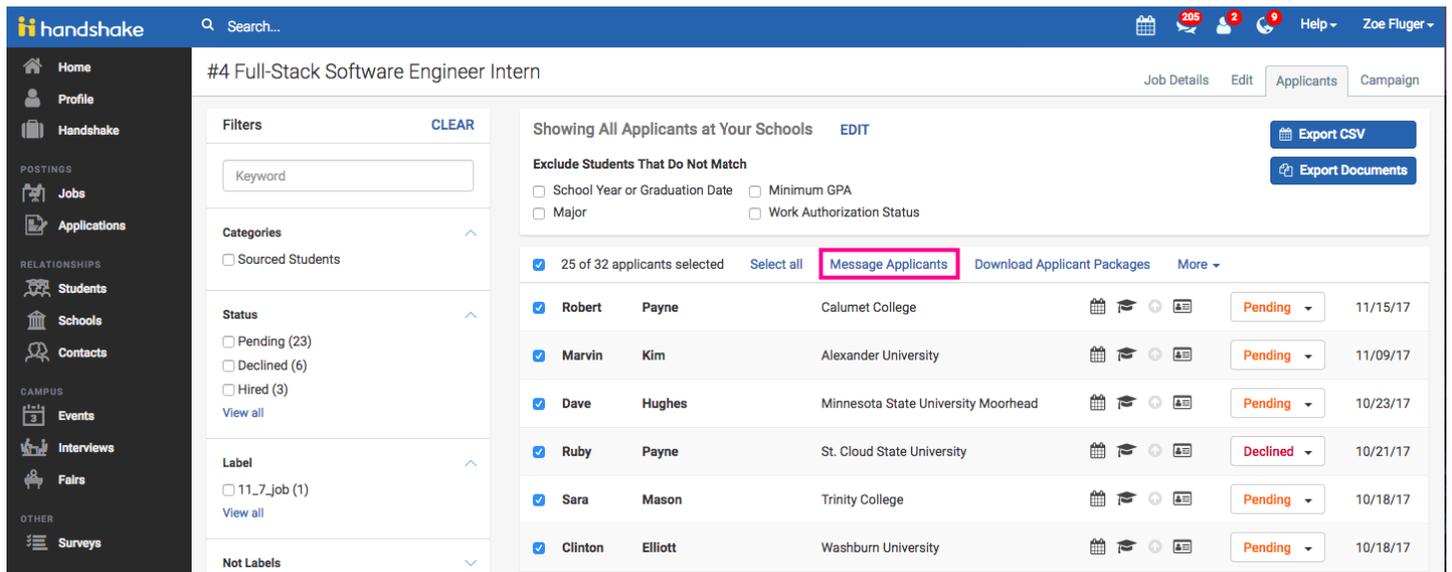
Can't find an applicant you're looking for? Make sure you've added the school they belong to.

| <input type="checkbox"/> | First | Last | School | Preferences | Status | Date |
|--------------------------|-------|----------|----------------------|-------------|----------|----------|
| <input type="checkbox"/> | Joe | Wyzgoski | Andover College | | Declined | 09/25/17 |
| <input type="checkbox"/> | Zoë | Fluger | Rivendell University | | Hired | 10/11/17 |

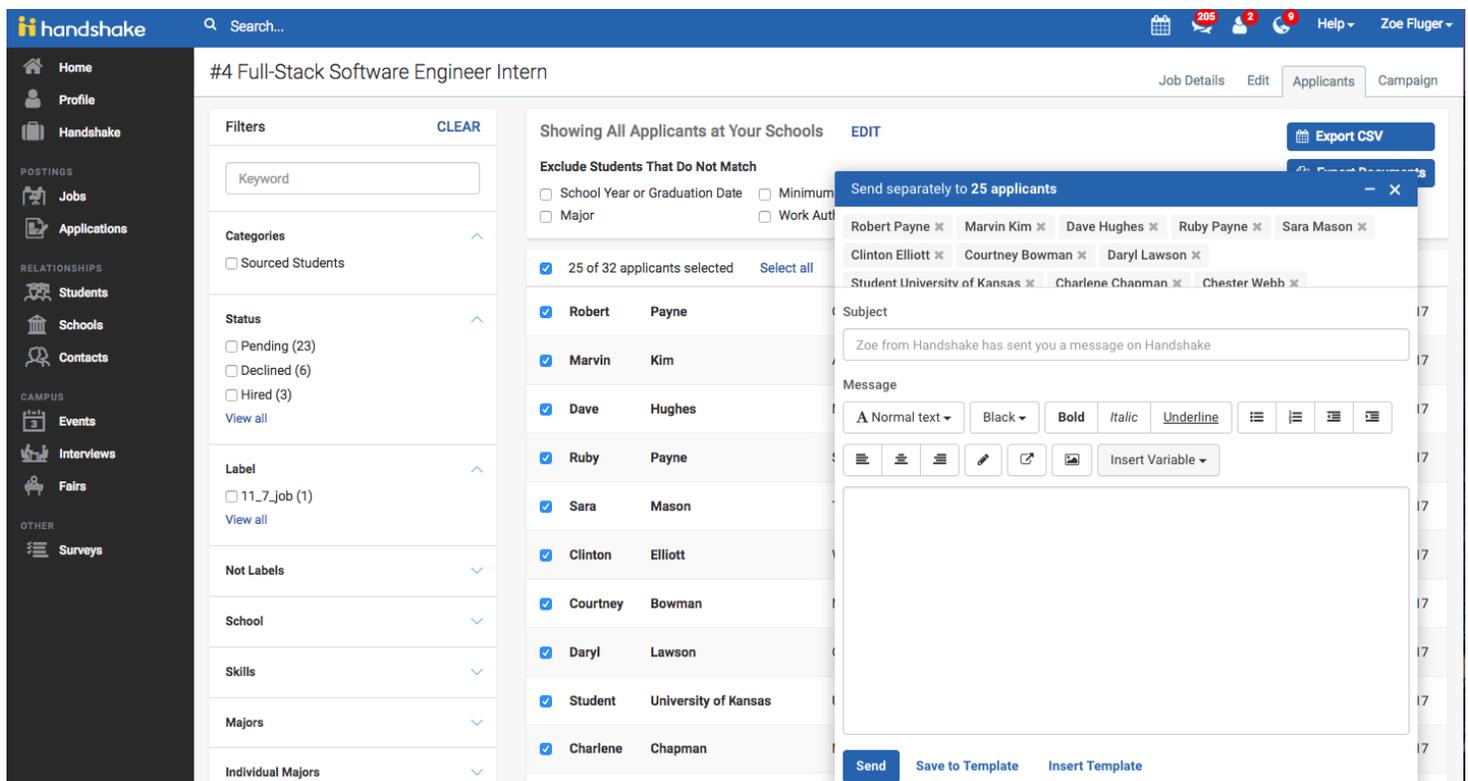
Can't find an applicant you're looking for? Make sure you've added the school they belong to.

Part 2 – Notifying Declined Students As A Group

1. Select **Declined** under *Status* in the filters on the left.
2. Select the topmost check box to highlight all applicants. Once you have done this, you will have the option to Message Applicants
3. message your applicants all at once by **clicking on *Message Applicants***



The screenshot shows the Handshake interface for a job posting titled "#4 Full-Stack Software Engineer Intern". The left sidebar contains navigation options like Home, Profile, Handshake, Postings, Relationships, Campus, and Other. The main content area shows filters on the left and a list of applicants on the right. The "Status" filter is set to "Declined (6)". The "Message Applicants" button is highlighted in a pink box. The list of applicants includes names like Robert Payne, Marvin Kim, Dave Hughes, Ruby Payne, Sara Mason, and Clinton Elliott, with their respective schools and application dates.



The screenshot shows the Handshake interface with the "Message Applicants" dialog box open. The dialog box has a title "Send separately to 25 applicants" and a list of selected applicants: Robert Payne, Marvin Kim, Dave Hughes, Ruby Payne, Sara Mason, Clinton Elliott, Courtney Bowman, Daryl Lawson, Student University of Kansas, Charlene Chapman, and Chester Webb. The dialog box also has a "Subject" field with the text "Zoe from Handshake has sent you a message on Handshake" and a "Message" field with a rich text editor. The "Send" button is highlighted in blue.

These messages will be sent to each student individually, so there's no danger of students seeing the send list or of "Reply All." To personalize your message for each student, begin it with **Dear %first_name%**. See the example text below:

Dear %first_name%,

Thank you for interviewing for _____ position. At this time, all positions have been filled. We had an unprecedented number of qualified applicants this year, and making final hiring decisions was difficult.

Even though you have not been hired, I'm still committed to your personal and professional growth. Please feel free to follow up with me if you have questions about your application or interview. I would be happy to provide some general feedback about your strengths and areas of improvement.

Sincerely,

Jamie Doe