Invite to Apply

Maybe a candidate applied for the wrong role or maybe you have a candidate who applied for one role and you think they'd be a better fit for a different one. If that's the case, you can invite candidates to apply for other open roles in your store.

- 1. Navigate to the candidate's profile page.
- 2. Choose Actions.



3. Choose **Candidate Actions** then **Invite to Apply**.



Job Posting *

4. From the Job Posting drop down, choose My Open Jobs.
Then, select the job opening you'd like the candidate to apply for.



5. Choose the resume that you would like to attach to the new application.

5	Job Application							
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	🔘 Kateri	Cashier - FT						
1	C Kateri - FT (C105785)	Retail Merchandise Processor						
I	🔘 Kateri) Cashier - PT						

6. Choose Recruiting Ad-HocCommunications from theNotification Template drop down.

7. Choose Invite to Apply from
the Message Template drop
down.

Contact Method *	
Email	
Notification Template	
Bearch	:=
Recruiting Ad-Hoc Communications	

Message Template

Search	
O Invite to Apply	

Email

8. The subject and body of the email will autofill based on the template.

Note: If you'd like to read or edit the message before sending it, choose Free Expand from the upper right corner of Body.

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Job Opportunity with Goodwill		
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Dear Candidate		
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9. Fill in your email so you will receive the candidate's reply.

Note: your email will be hidden. The candidate will see the highlighted return address.

From Email Address	
goodwillaz@myworkday.	com

Reply To Email Address

10. Choose OK to send the email.

