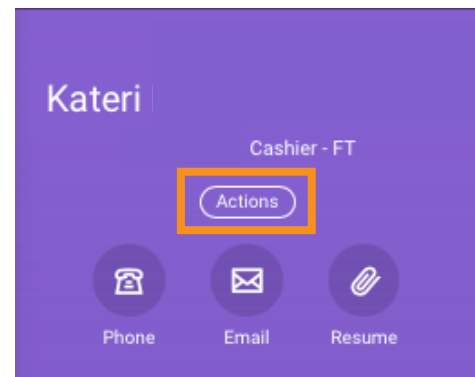


# Invite to Apply

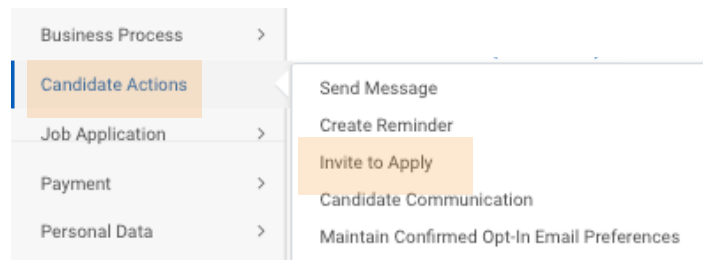
Maybe a candidate applied for the wrong role or maybe you have a candidate who applied for one role and you think they'd be a better fit for a different one. If that's the case, you can invite candidates to apply for other open roles in your store.

1. Navigate to the candidate's profile page.

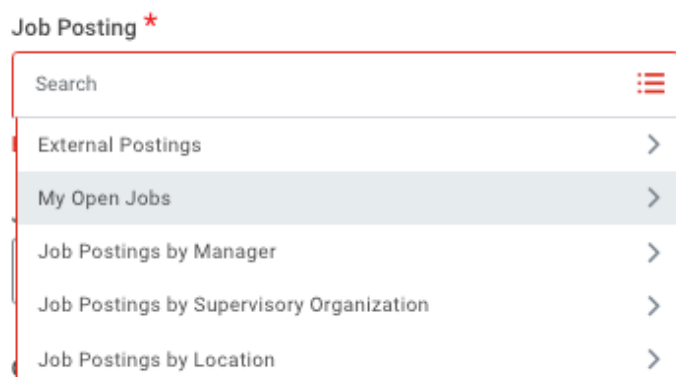


2. Choose **Actions**.

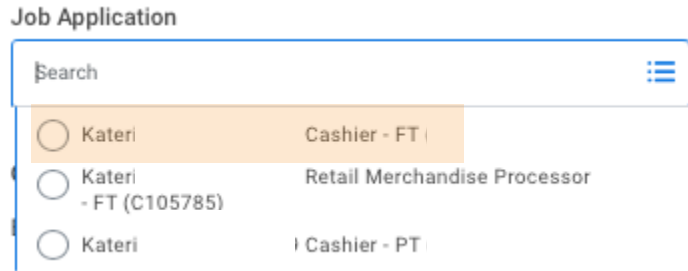
3. Choose **Candidate Actions** then **Invite to Apply**.



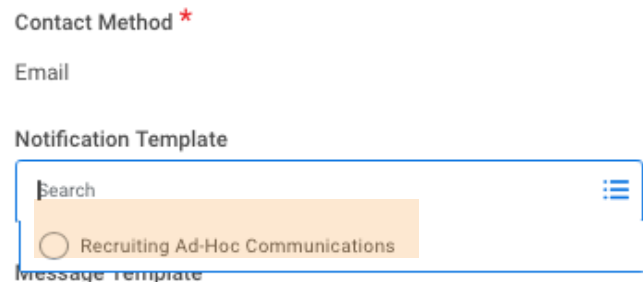
4. From the **Job Posting** drop down, choose **My Open Jobs**. Then, select the job opening you'd like the candidate to apply for.




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



6. Choose **Recruiting Ad-Hoc Communications** from the **Notification Template** drop down.

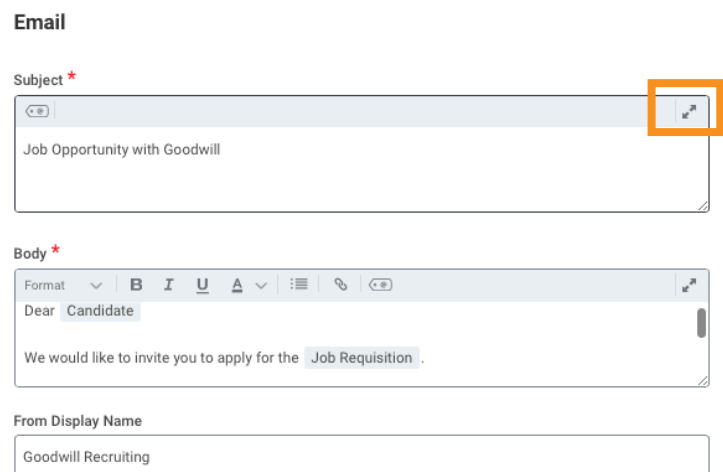


7. Choose **Invite to Apply** from the **Message Template** drop down.



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 **Expand** from the upper right corner of Body.



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.

