

## Division and Hiring Administrator Actions

Actions completed using this feature will only show up in the history section for a specific recruitment. Below is a description of each action and its functionality.

**Add activity** – select an activity taken with the applicant

**Add document** – upload a document to the applicant card. Categories include: cover letter, resume, reference letters, references, transcripts and supporting application documents. These documents are not visible to the applicant

**Add document from file** – merge a stored document (offer letters)

**Communicate** – send the applicant a customized email (must click on “No Template” and “Next” to be able to move on to the communication screen)

**Compile and send** – compile selected application documents in one single PDF to save elsewhere and/or send to designated recipients

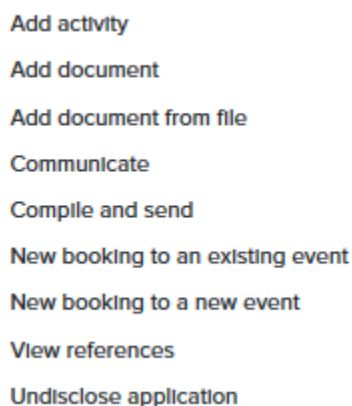
**New booking to an existing event** – add event timeslots to a pre-existing event (NOTE: review **How to Use Events** document located in TRE Toolkit)

**New booking to a new event** – book applicant into a new event (NOTE: this function is not covered in training; not currently used)

**View references** – view, edit and/or send an invitation to the applicant’s references

**Undisclose application** – changes the privacy of the application. This function is used when an applicant pool has been moved by TRE. To communicate an offer to the applicant, the application must first be disclosed

**New task/reminder (Division HR only)** – create a task/reminder with due date for self or another TREMS user



- Add activity
- Add document
- Add document from file
- Communicate
- Compile and send
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- New booking to a new event
- View references
- Undisclose application



## Division and Hiring Administrator Bulk Actions

On the division and hiring administrator dashboards, bulk actions can be used to perform the same action on more than one applicant at a time for a single open recruitment. Below is a list of each bulk action and a description of its functionality.

**Bulk communicate** - send the same customized email to all applicants selected. Emails are sent individually to protect applicant confidentiality (NOTE: user will have to click on “No Template” to be able to move on to create the email).

**Bulk compile and send** - compile selected application documents in one single PDF to download and save or send to designated recipients.

**Bulk move** - move selected applicants to a new status (i.e. phone screen, or interview).

**Bulk move and send** - send selected applications to a recipient and change the application status.

**Bulk reference check** - send customized reference check request to the selected applicants’ references (NOTE: do not change any information in {brackets} as these are important merge fields).

**Bulk send** - send selected application details and documents to a recipient. Each applicant’s materials are sent as individual documents.

