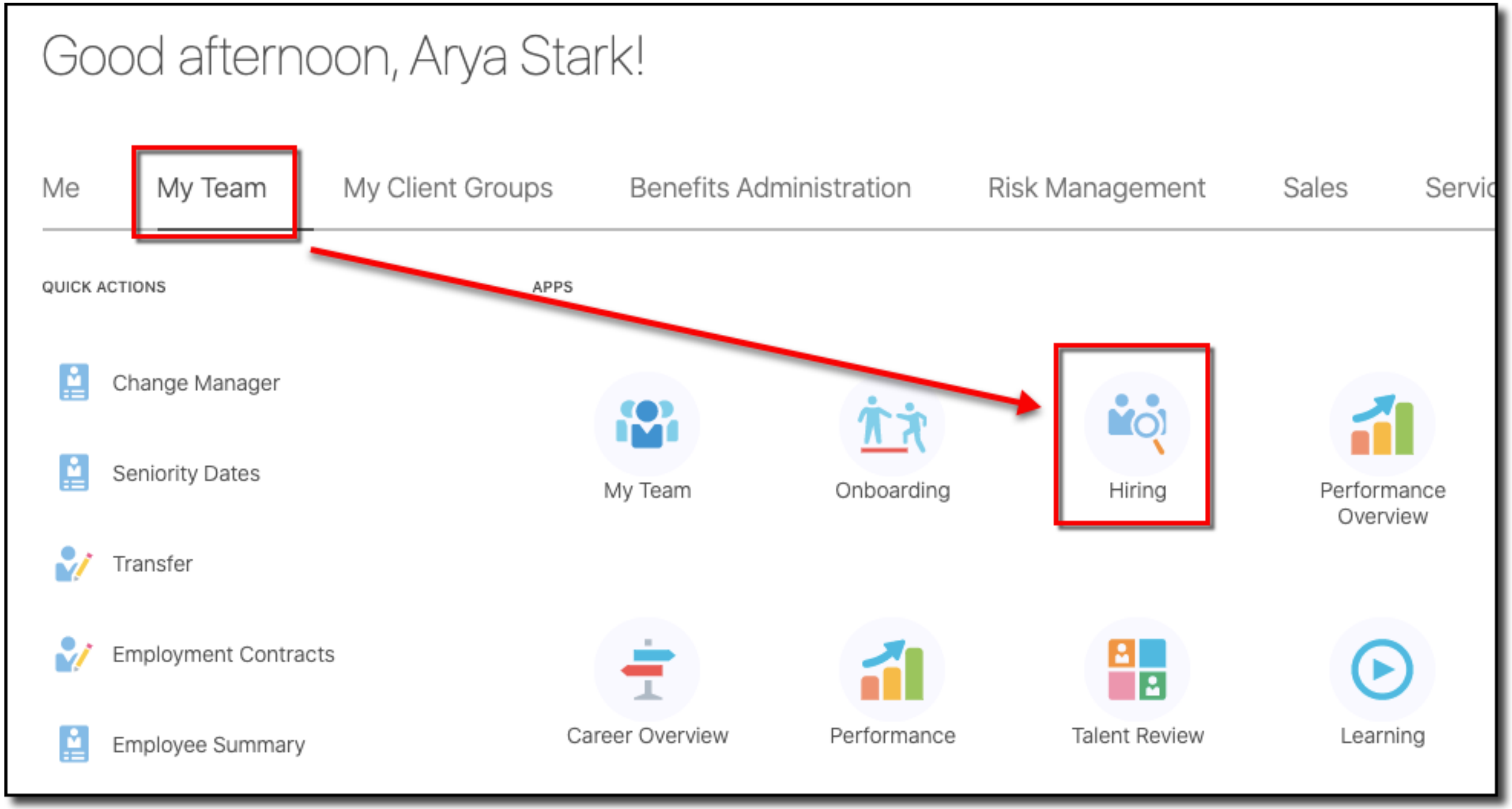
Note: Applicant interactions can occur outside of Connect or within Connect

- If communicating outside of Connect, use the **Add Interaction** function to record the applicant interactions that occurred either by phone, email, text, in-person, etc.
- Alternatively, use the **Send Message** function to record electronic communications between you and the applicant(s) directly from within Connect
- This job aid will show both functions

MSS – Interacting With Applicants

1. Select **My Team** to display your manager functions

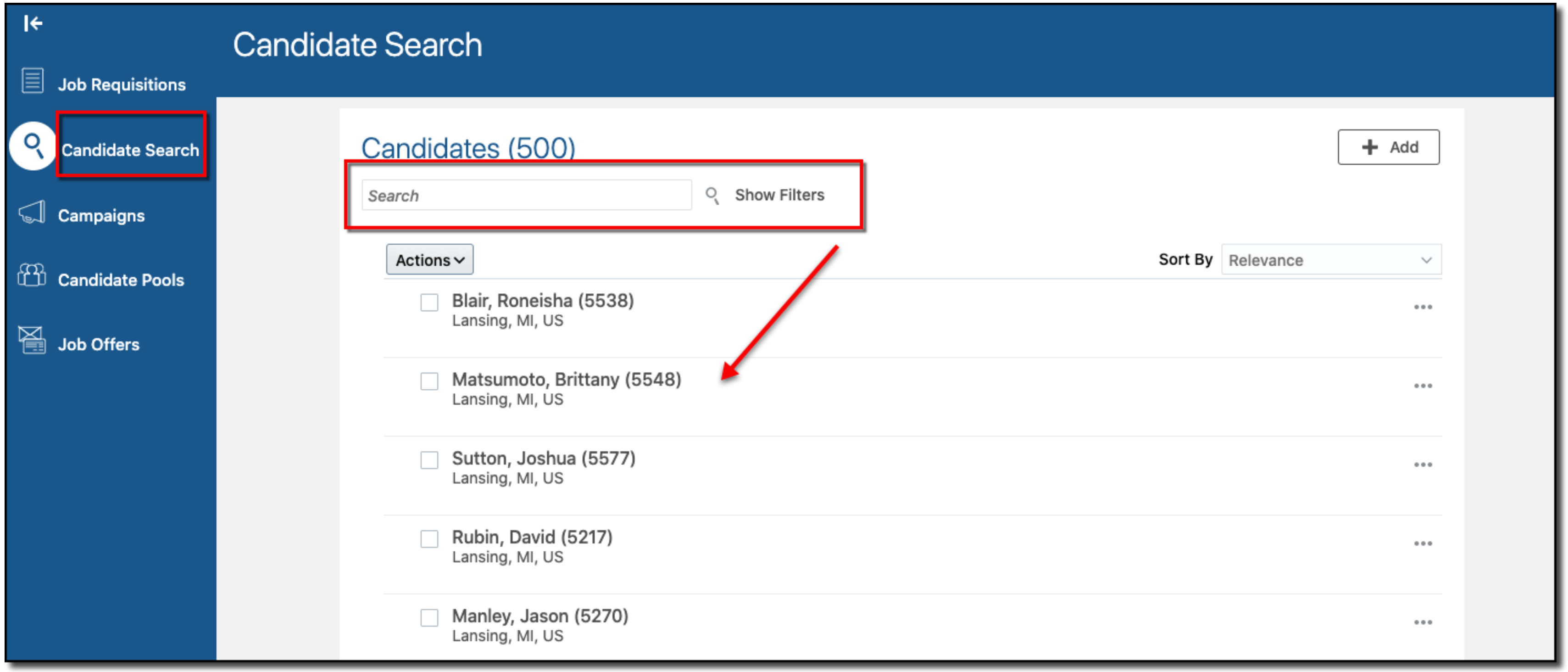
2. Click **Hiring**



MSS – Interacting With Applicants

3. Click the **Candidate Search** tab

4. Use a **keyword** or edit the search **filters** to locate the desired applicant(s)



MSS – Interacting With Applicants

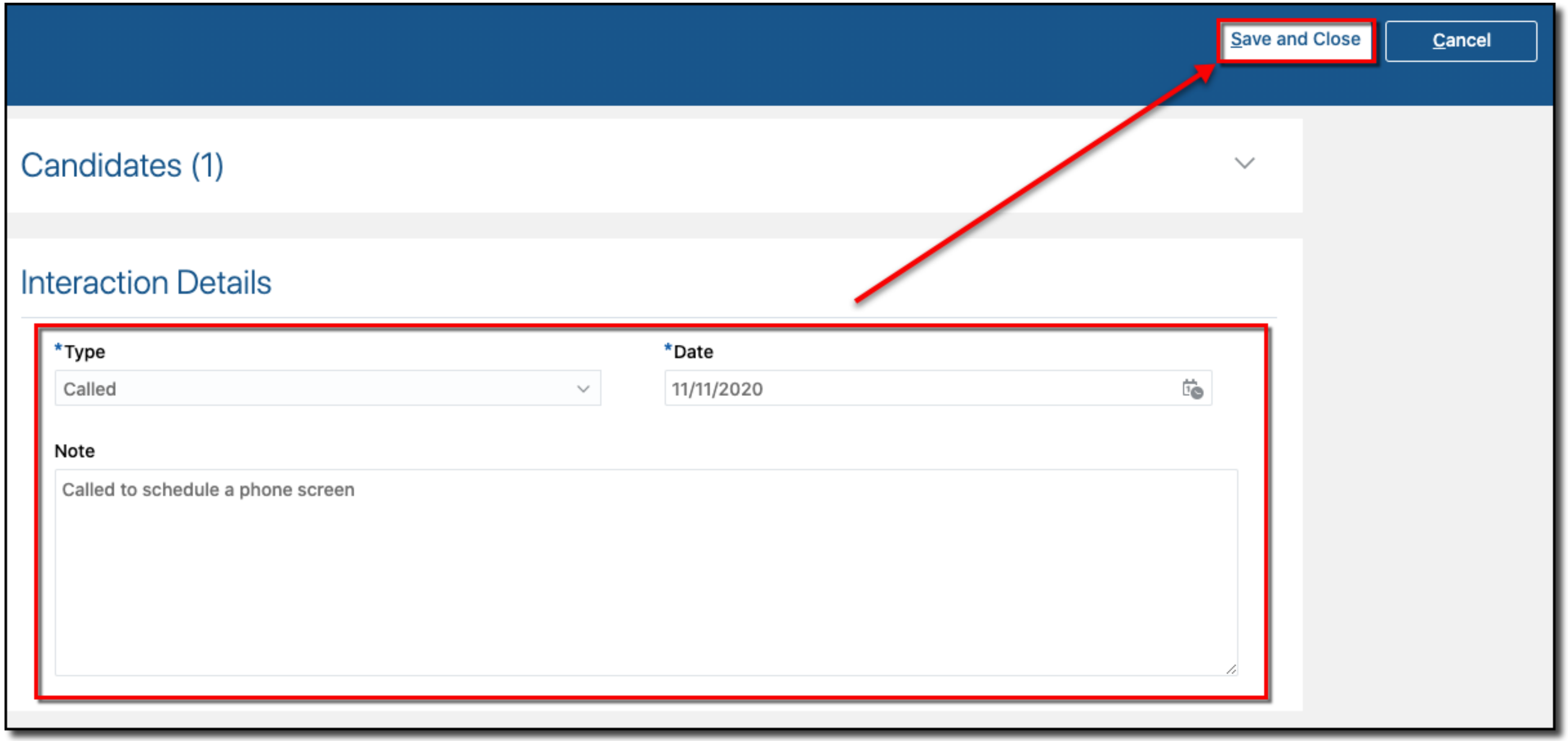
5. To add an interaction that occurred outside of Connect, click the **ellipsis (…)** for the desired applicant

6. Select **Add Interaction**

7. Enter the **Interaction Details**

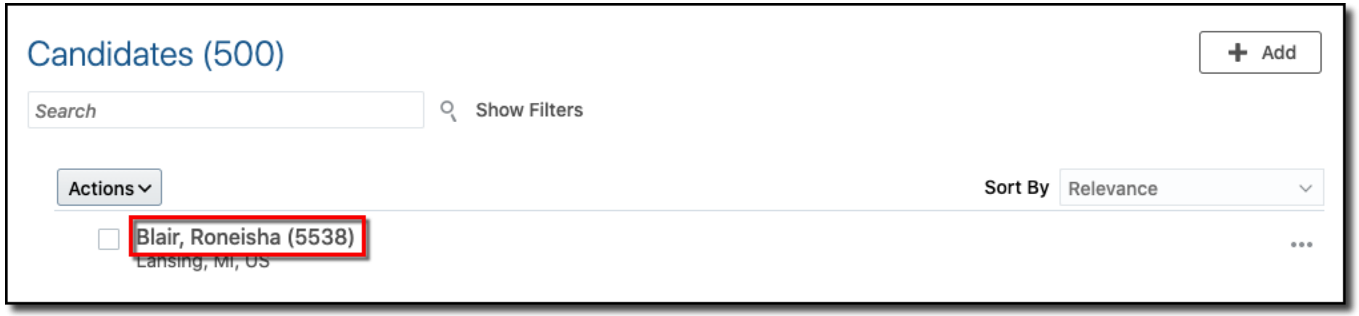
8. Click **Save and Close**

Note: A brief notification will appear indicating the interaction was added



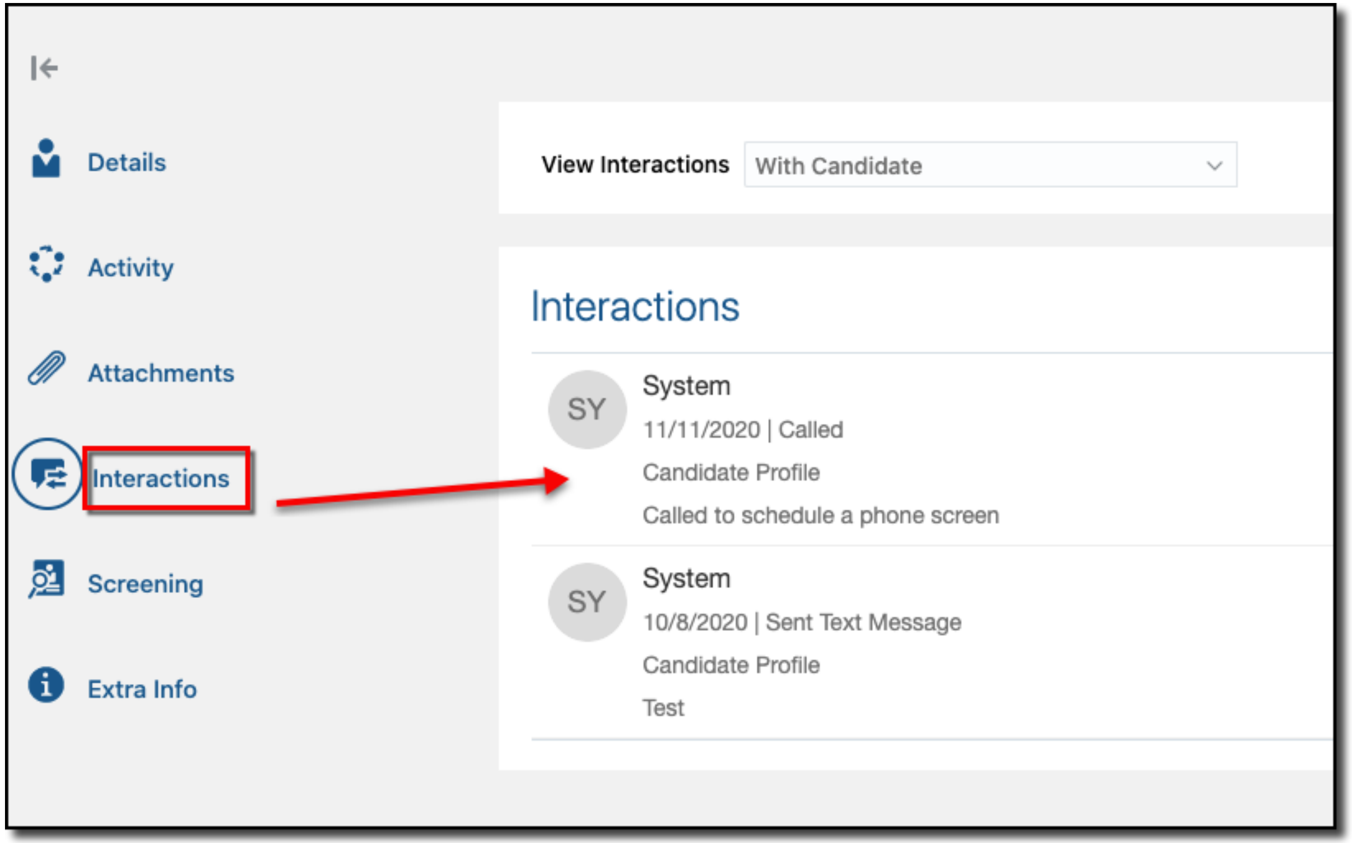
MSS – Interacting With Applicants

9. To view the **Interaction**, click on the applicant's name



10. Select the **Interactions** tab

11. Review the **interaction** details



MSS – Interacting With Applicants

12. To send a message from within Connect, click the **ellipsis (…)** for the desired applicant

13. Click **Send Message**

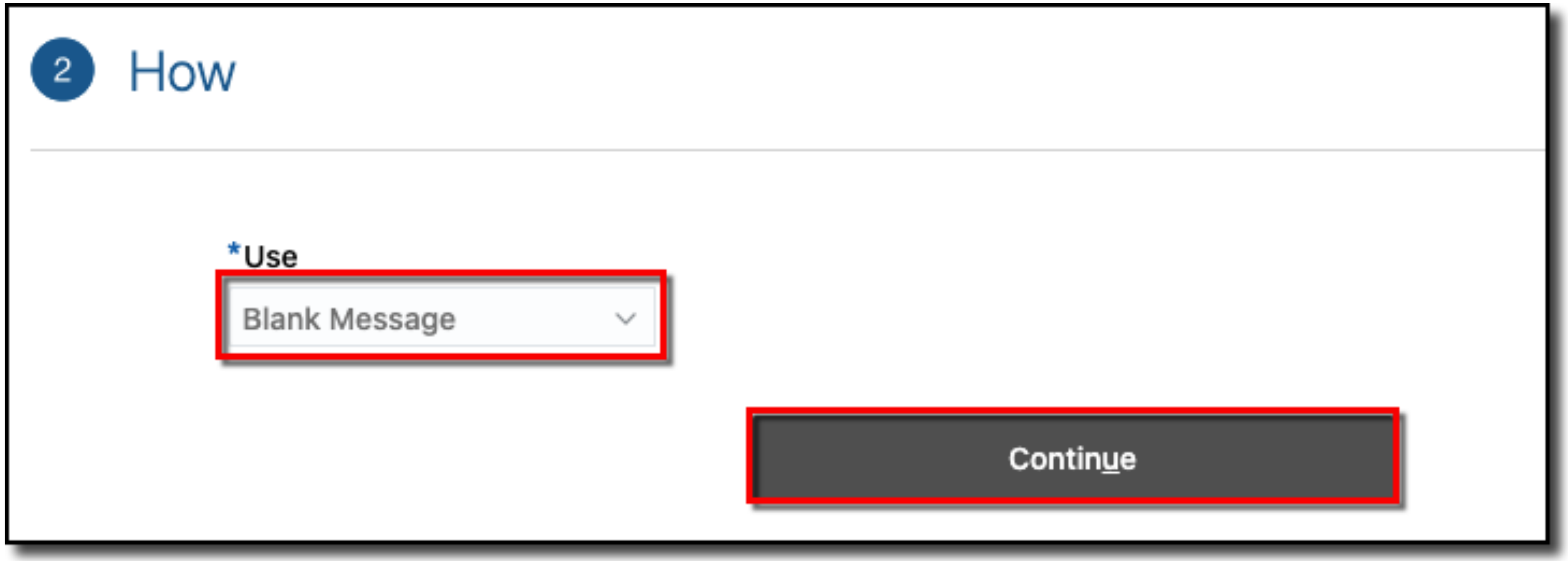
Note: You can also select multiple applicants and send a message from the **Actions** button

14. Verify the applicant's email address

15. Click **Continue**

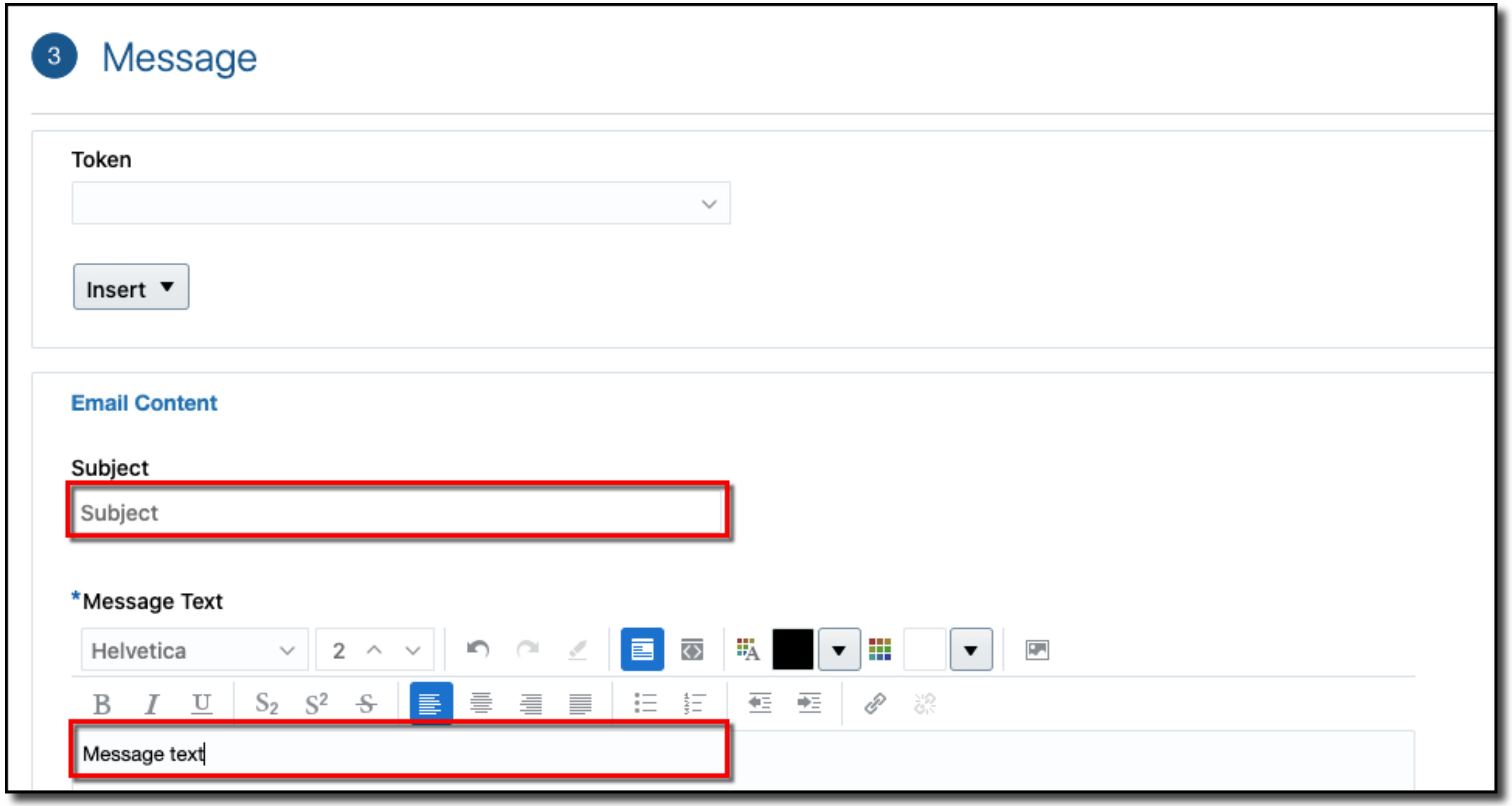
16. Select **Blank Message** for Use

17. Click **Continue**



18. Enter the **subject** of the message

19. Enter the message **text**



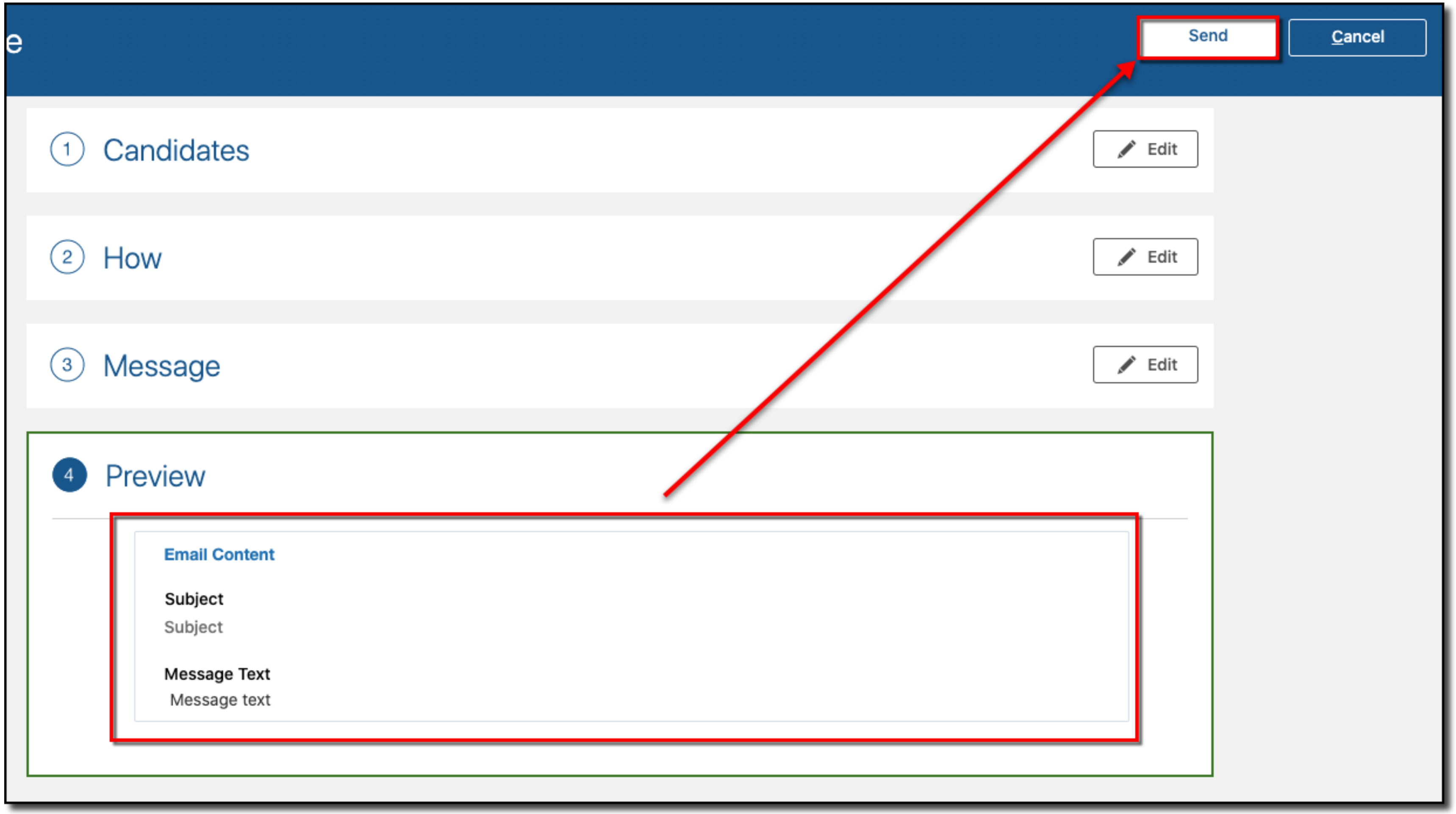
20. Click **Continue**

MSS – Interacting With Applicants

21. Preview the **message**

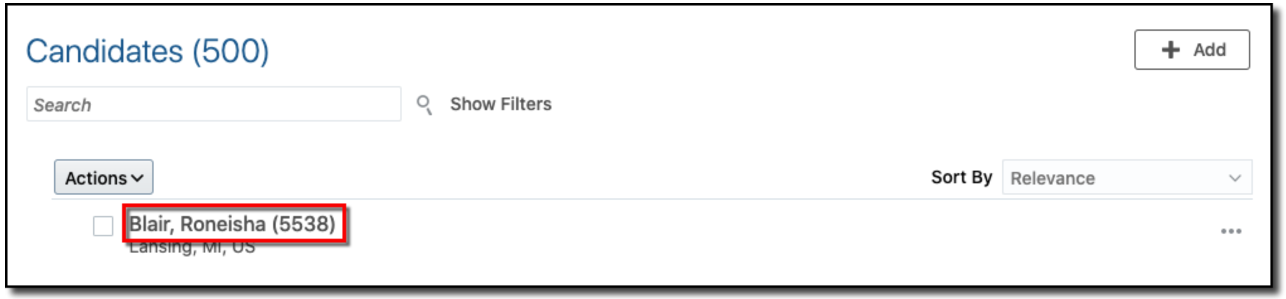
22. Click **Send**

Note: A brief notification will appear indicating the message was sent to the applicant(s)



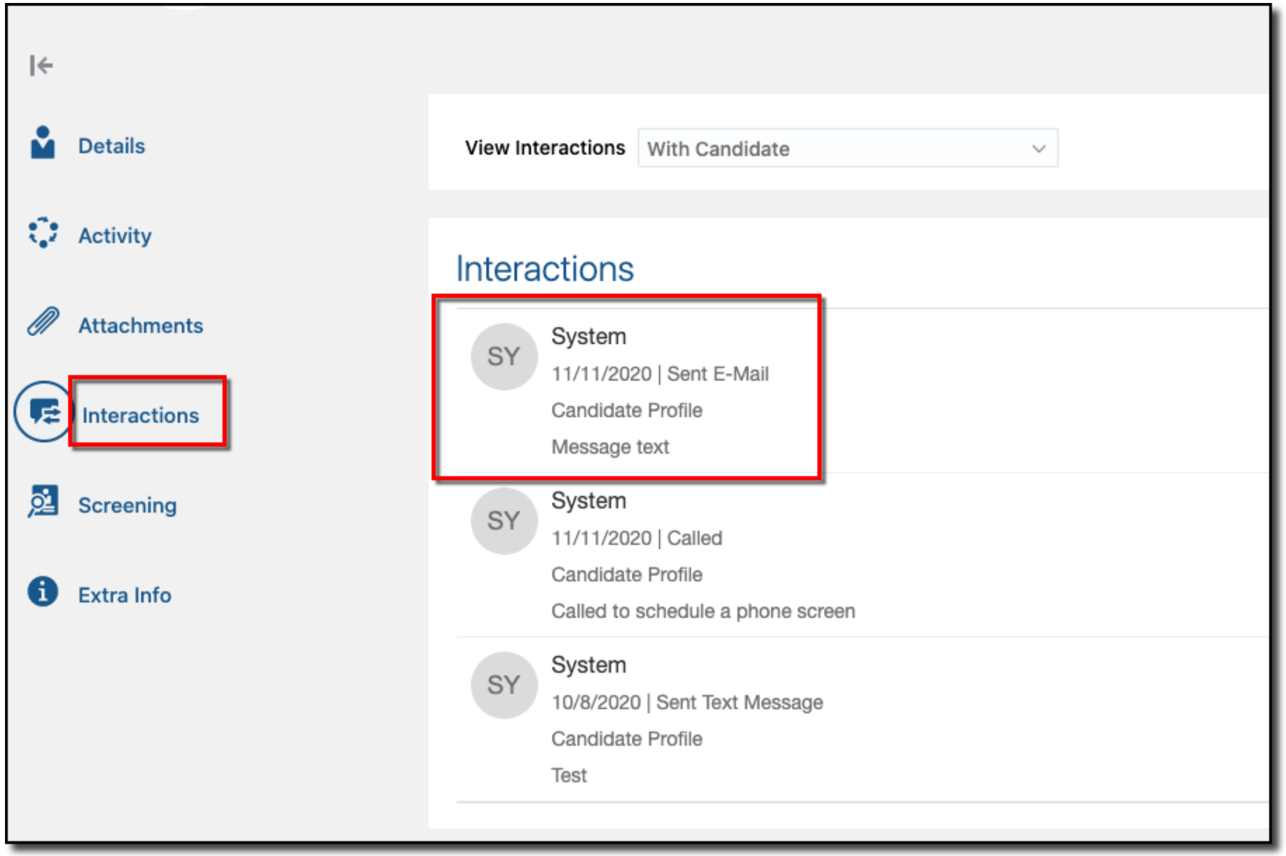
MSS – Interacting With Applicants

23. To view the **messages**, click on the applicant's name



24. Select the **Interactions** tab

25. Review the **message** details



End of Procedure