

How do I email a CV to a client (from a candidate search)?

There are several methods you could use to email a CV to a client. If you have run a database search for candidates, you can email CVs to a client directly from the results list.

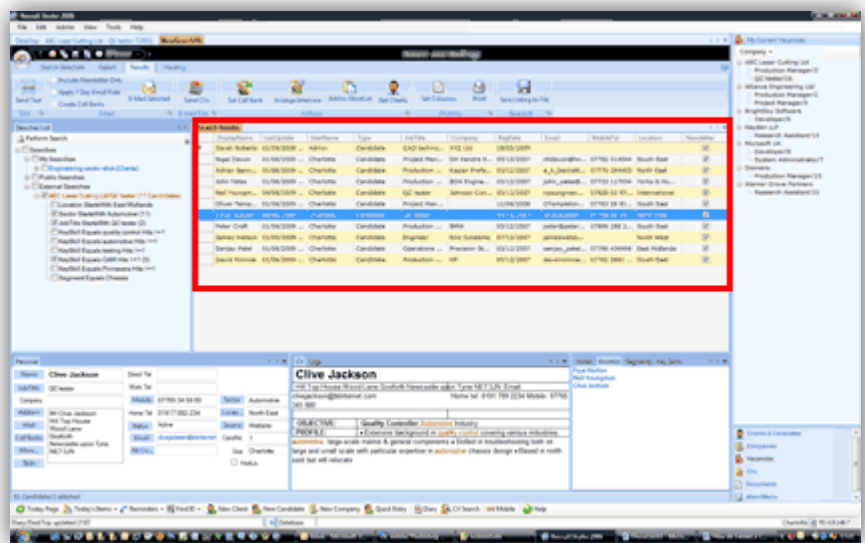
Note: This method assumes that you have run a candidate search by clicking 'Search candidates' from the actions panel in the vacancy record. This is the starting point of this document.

Also, Recruit Studio will only email a candidate's public CV so ensure that you have formatted the original and assigned it to be public.

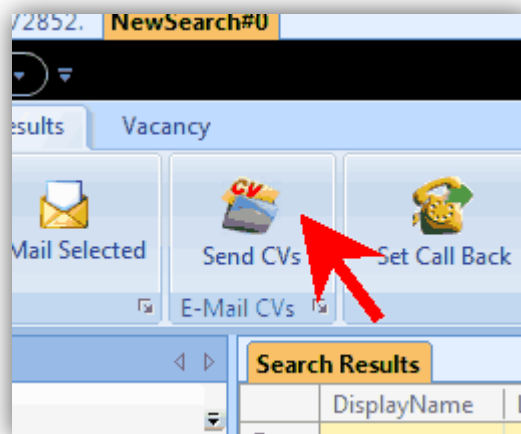
1. With the results of a candidate search on the screen, you now have the option to send one CV or multiple CVs to the client.

You could send one CV to the client or you could send one email with several CVs attached.

Make your decision and highlight the candidates whose CVs you wish to send.



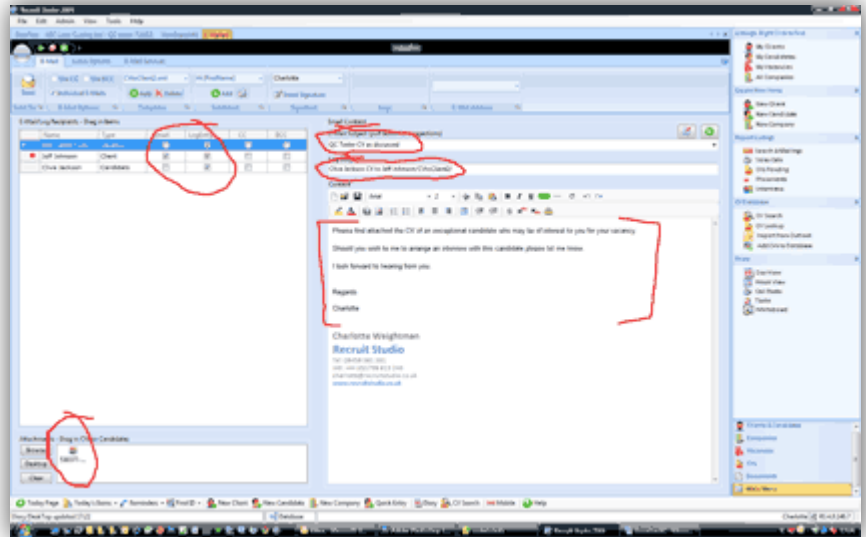
2. On the ribbon toolbar, click 'Send CVs'.



- The E-mailer will open and the recipients' panel will contain the Vacancy, Client and Candidate.

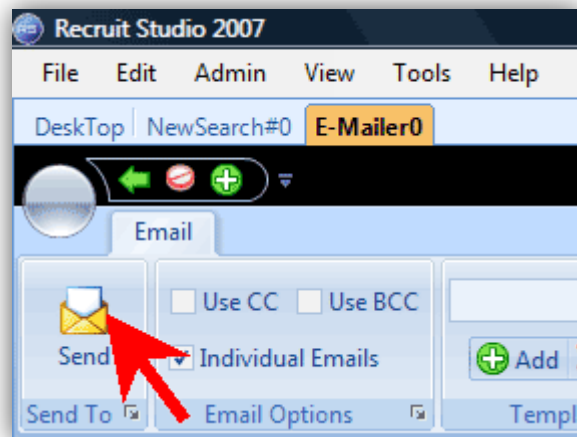
Note that only the client will receive an email but everyone will receive a log entry. The candidate's public CV will be attached to the email.

Compose your email using the ribbon toolbar and fill in the email subject, log subject and content box. You may like to use an email template if you have one saved.



- When you are ready to send the email, click 'Send' and the email will be generated and sent through your email client program.

Note that if you use Microsoft Outlook, the email will open in a new window and you will need to click 'Send' on the actual email. If you use Lotus Notes, the email will be immediately sent without previewing it first.



- When you are finished, close the E-mailer and the logs will be updated.

See also:

- Getting started with Emailing for basic tips on creating emails*
- How do I search for candidates (from a vacancy record)?*
- How do I format a CV?*
- How do I make a CV public?*