

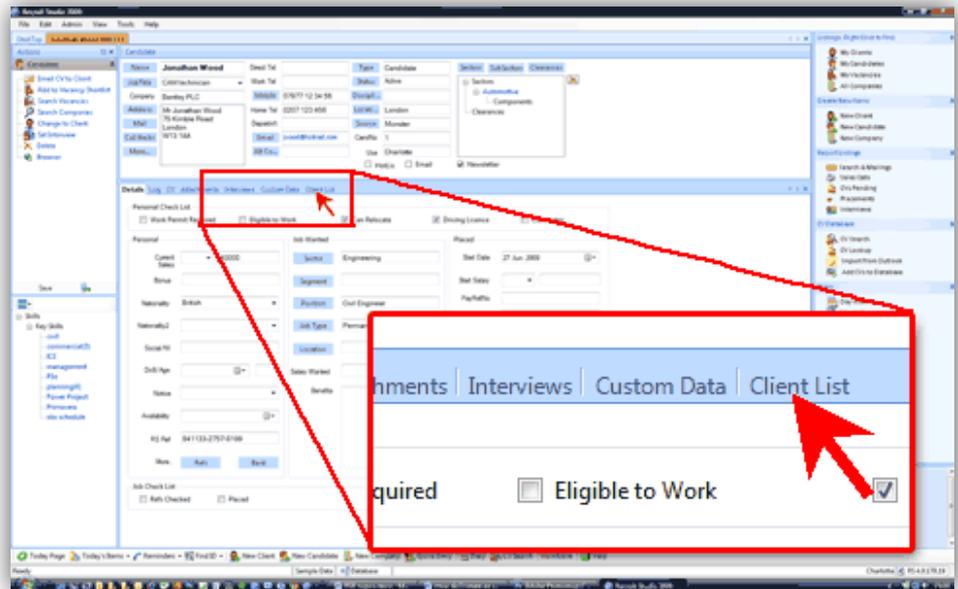
How do I send interview confirmation emails?

When you have successfully arranged an interview between a client and candidate, Recruit Studio is able to help you send confirmation emails to both the client and candidate, informing them of the arrangements.

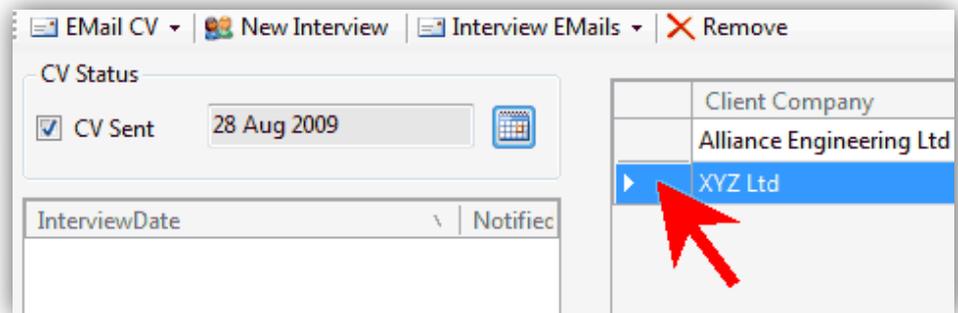
Recruit Studio contains special email templates to help you do this.

1. Open either the Client List tab of the candidate record, or the Candidate tab of the vacancy record.

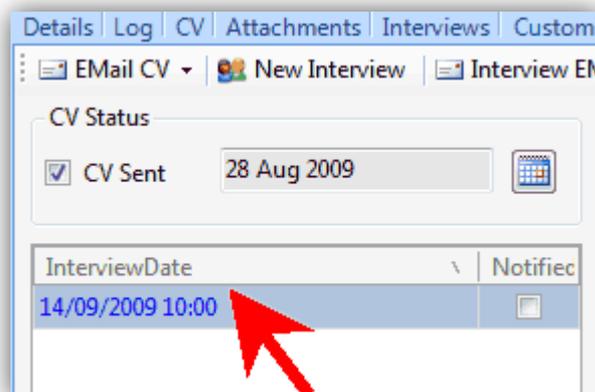
This example will start from the Candidate record.



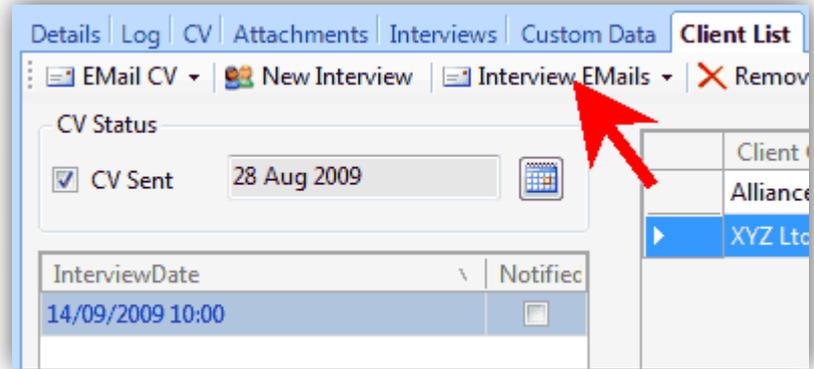
2. Select the relevant candidate or vacancy from the shortlist.



3. Select the relevant interview from the left hand panel.

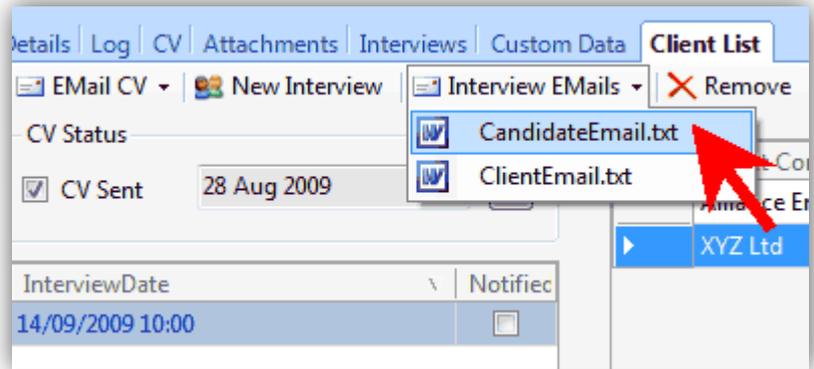


- Click 'Interview Emails' from the toolbar.



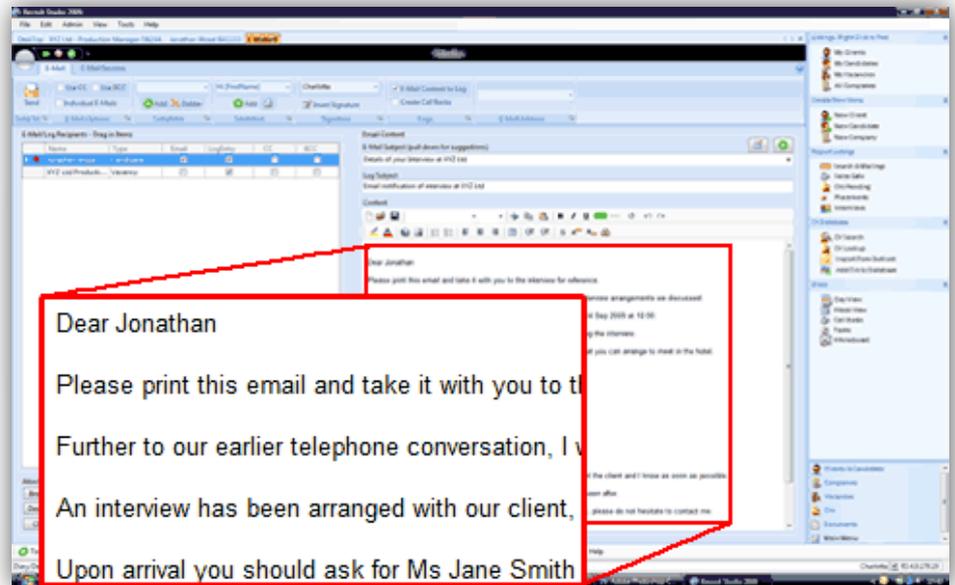
- Two files are displayed in the menu. Select whether you want to first send an email to the client or the candidate.

This example will show sending the email to the candidate, although the process is the same for both.



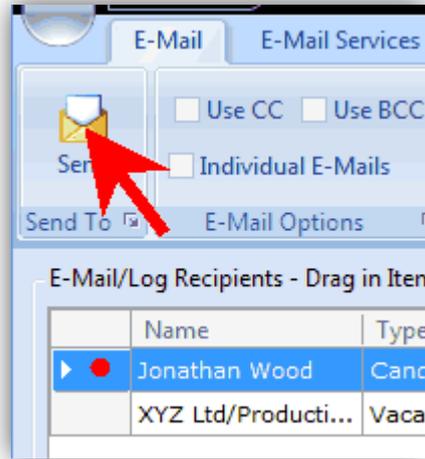
- The Emailer will open.

Notice that the template is showing in the content panel and that it has been populated with the interview details.



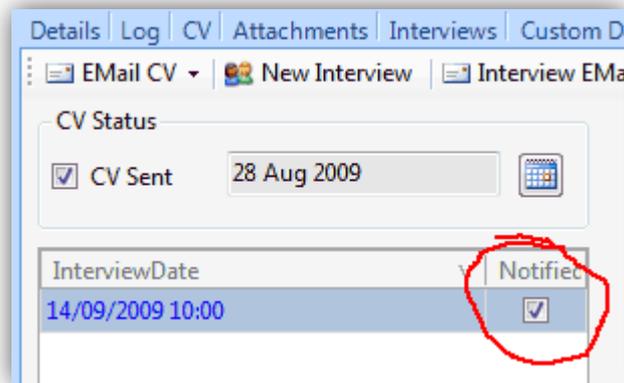
7. Compose your email – make any changes to the content, add an attachment etc.

Click 'Send' when you are ready.



8. When you close the Emailer, the logs will be applied to the candidate and vacancy record.

Also when you return to the candidate or vacancy record, you will see that the 'Notified' tick box has been ticked.



9. Now repeat this process of sending the interview confirmation to the client.

See also:

- *How do I record interview feedback?*
- *How do I review my interviews?*