

AHIRE Quick Reference Card: Bulk Emails

ACCESSING AHIRE

1. Log into the AHIRE Application at:
<https://www.princeton.edu/acad-positions/priv/admin/>
2. Depending on your role, you will see either all listings or just listings for your department.
3. If you see no listings, click 'Show Only My Listings.'

HOW TO SEND BULK EMAILS FOR A LISTING

1. On the listings page, choose one of your listings in blue under the position column by clicking on the position title. This will be the position for which you will be sending bulk emails.
2. The listing is now displayed with tabs. Click the 'Bulk Emails' tab to edit emails you wish to send to candidates.
3. There are three options for bulk emails:
 - (a) Email all **applicants** missing recommendations. Review all applicants that do not have all recommendations completed. When you created the listing and if you selected that referees would be asked to provide letters automatically by the system (vs. manually), you may send reminders via this method. To send a reminder email to all applicants missing letters, decide if you will show the referee name and then select 'Send Email.' The applicant will receive the email and be able to follow up with his/her referees.
 - (b) Email all **references** who have not sent recommendations. Review a list of all references that have not yet responded to the request for a recommendation. Please review the list and select those that you would like to email. When you created the listing and if you selected that the referees would be asked to provide letters automatically by the system (vs. manually), you may send reminders via this method. To send a reminder to all referees who have not yet provided letters, click on 'Send Email.'
 - (c) Email all letters of rejection. Review all applicants whose candidacy for the position is no longer active. Please review the list and select those you would like to email (applicants in the list are checked by default and may be unchecked). Certain fail safes are established for specific disposition codes so that those hired or offered will not receive a rejection.

Req No	Position	Department	Applications	Posting Date	Expiration Date	Status
D-17-CHM-00002	Assistant Professor	Chemistry	2 Application(s)	07/29/2016		Approved
D-17-PSY-00001	Assistant Professor	Psychology	2 Application(s)	09/14/2016		Approved

Details | Sort Lists | Permissions | Bulk Emails | Activity | Messages | Admin | Reports

- Email all applicants missing recommendations
- Email all references missing recommendations
- Email all letters of rejection

Include names of references? *

No

Yes

Send Email | Toggle Filters

Applicant	Reference
<input checked="" type="checkbox"/> Scott Tucker	John Walsh
<input checked="" type="checkbox"/> Victoria Walsh	Maria Jones

