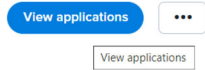
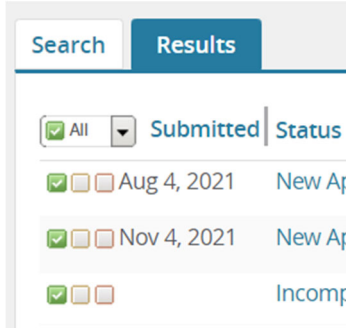


## How To Bulk Request Letters of Recommendation:

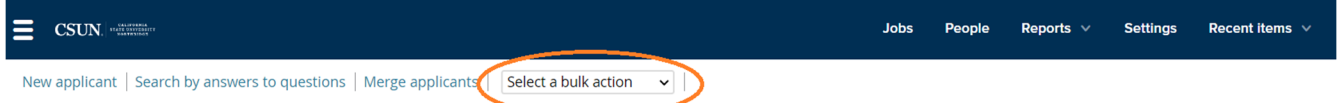
1. Navigate to the search you want to request applicants LOR's
2. View applications in the upper left corner



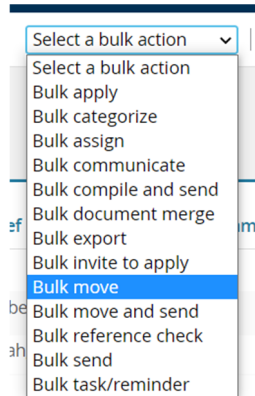
3. Select the applicants



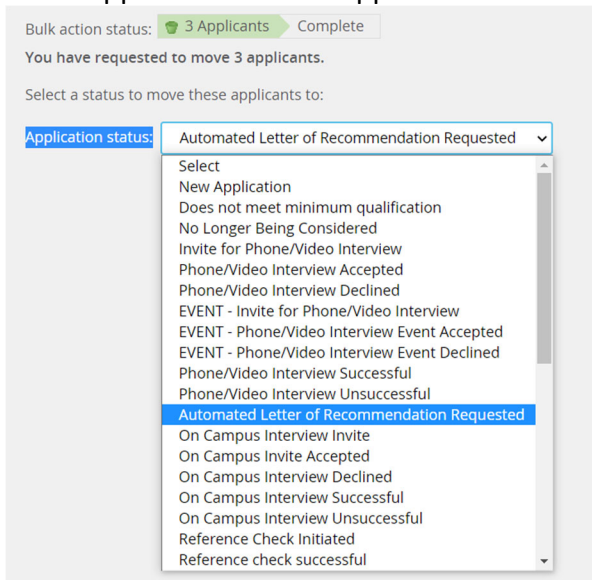
4. Select a bulk action from the drop-down menu on the second-row navigation bar



5. For this you will select Bulk Move



6. Move applicants into the Application Status: Automated Letter of Recommendation Requested



7. This will open the merge email that will be sent to the candidates:

Bulk action status: 3 Applicants Complete

You have requested to move 3 applicants to the status "Automated Letter of Recommendation Requested".

You now have the opportunity to notify these people::

Communication template: -- No template --

E-mail: Applicants:  Yes  No

From:\* ashley.thompson@csun.edu

Subject:\*

Message: Merge fields

**B** *I* U ~~S~~

**CSUN** | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

Dear {FIRSTNAME},

We will be requesting letters or recommendation from the references you provided on your application for the FA Test Job - NR position with California State University, Northridge.

The references you listed on your application will receive an email from us and will be asked to upload the letter online. You will be notified if you are chosen to move forward in the process.

Sincerely,

Search Committee Chair  
California State University, Northridge

8. This action sends the NR-Faculty Reference Form to the names the applicant listed in their application:

NR - Faculty Reference Form Edit Copy Retire

Name and Title\*  Edit Copy Retire

Company\*  Edit Copy Retire

Upload Confidential Reference Letter\*  No file chosen Edit Copy Retire

9. Once you have revised the email to your liking, scroll to the bottom of the page and click move now.

10. CHRS will merge the applicants name and contact information and email them on your behalf.

I hope this helps. Should you have any issues please contact me immediately. If I cannot resolve it, I will open a help ticket with the CO's CHRS team.

~Ashley