To send a coorespondance to an applicant, start by creating your letter (e.g. for those interviewed but not selected) in Word. It is recommended that you then save it as a PDF to avoid the applicant being able to make changes to the document. Once you have your coorespondance prepared, navigate to the "Applicants" page within your job opening.

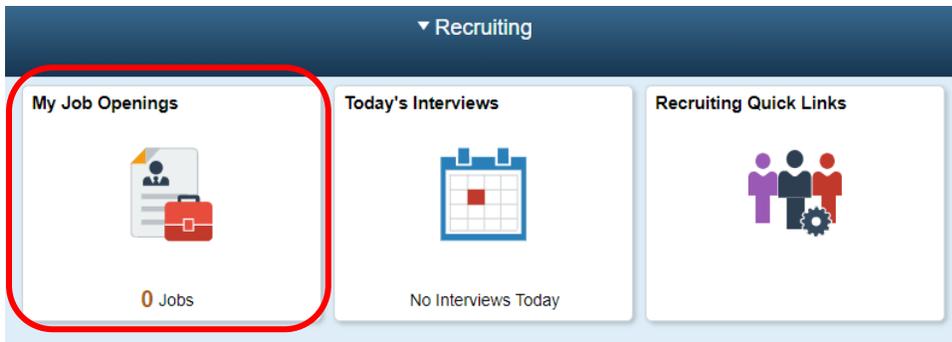*There are two (2) ways to access a Job Opening:*

1. *Recruiting page > Recruiting Quick Links tile*
2. *Manager Self Service page > Manager Dashboard tile*

1. To access a Job Opening through the ***Recruiting page***:

Once logged into CONNECT, click "Recruiting" from the page menu.

Click the "My Job Openings" tile.

Click ">" to the right of the job opening you wish to expand.

My Job Openings   1 result found for "Jobs Assigned to Me".

Job Title/Job ID	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Applicants	
Judiciary Clerk 6094	Baltimore County		AMY REED	20	2	2	>

==Then Skip to #3. Or…==

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2.   To access a Job Opening through the *Manager Self Service page*:

Once logged into CONNECT, click "Manager Self Service" from the page menu.

Click the "Manager Dashboard" tile.
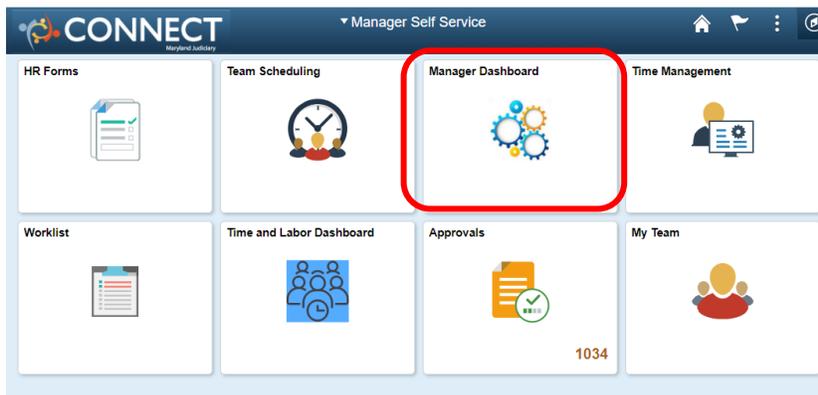
Click the Job ID hyperlink from the "My Open Jobs" pagelet.

3. Within the appropriate Job Opening and under the list of Interviewed applicants, click "Other Actions" to the far right of the applicants' name.
4. Click "Applicant Actions".
5. Click "Send Correspondence".

Applicants										Find | View All | 🗗 | 🔢 First ◄ 1-25 of 30 ► Last
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Interview	Print	
☐		68977	External	Route	🔲	📄	☆☆☆✖	🔣	🖨	▼ Other Actions
☐		69010	External	Route	🔲	📄	☆☆☆✖	🔣	🖨	Recruiting Actions ►
☐		34259	External	Route	🔲	📄	☆☆☆✖	🔣	🖨	Applicant Actions → Send Correspondence
☐		68985	External	Route	🔲	📄	☆☆☆✖	🔣	🖨	▼ Other Actions
☐		68995	External	Route	🔲	📄	☆☆☆✖	🔣	🖨	▼ Other Actions
☐		68234	External	Route	🔲	📄	☆☆☆✖	🔣	🖨	▼ Other Actions
☐		68999	External	Route	🔲	📄	☆☆☆✖	🔣	🖨	▼ Other Actions
☐		69035	External	Route	🔲	📄	☆☆☆✖	🔣	🖨	▼ Other Actions
☐		65853	External	Route	🔲	📄	☆☆☆✖	🔣	🖨	▼ Other Actions
☐		66853	External	Route	🔲	📄	☆☆☆✖	🔣	🖨	▼ Other Actions

On the "Send Correspondence" screen, complete the following:

6. Subject: Example- Maryland Judiciary Interview Follow-Up
7. Message: Include a brief message to indicate that a letter is attached.
8. Click "Add Attachment"

9. On the "File Attachment" screen that pops up, click "Browse…". Search for the file where you saved it on your computer and double click on the attachment.
10. Click "Upload". The PDF should show as an attachment under the "Attachments" area.

Send Correspondence

Message Type and Method
- *Contact Method: Email
- Letter: [▼]

Recipient Information
- To: ope falana
- Cc: Amy.Reed@mdcourts.gov   Find
- Bcc: Find
- ☑ Include Interested Parties

Sender Information
- From: AMY REED

Message
- *Subject: [ ]
- *Access: Public [▼]
- *Message: [ ]

Attachments
No attachments have been added to this Correspondence

[Add Attachment]

[Preview]   [Send]   [Cancel]

File Attachment   ✖
  Help
[ ]   [Browse…]
[Upload]   [Cancel]

11. Select "Preview" to see the e-mail before you send it (optional).
12. Click "Send".

Note: The applicant will receive the email at the e-mail address listed on their application.

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