

Advance, Decline, or Email Job Candidates

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You can advance or decline individual job applicants from the **Candidates** tab of an open job requisition, or from your recruiting-related Workday inbox tasks.

A couple additional features are available from the job requisition only:

- Advance or decline a group of candidates all at one time.
- You can send out customized email messages to one or more candidates during the recruiting process.

Candidate Actions and Message Types

Move Forward

Applicants are initially in the **Review** stage of the recruitment flow, but you can advance them to the **Screen** stage by using the **Move Forward** button. Once you move a candidate past the **Review** stage, you should **manage the remainder of their recruitment from your Workday inbox**. See [Concept: Recruiting Process](#) to learn more about the recruiting workflow and each step in it.

Decline

When you choose **Decline**, you must first select a reason (see [Overview: Job Candidate Decline Reasons](#) here). Once you've chosen a reason, the selected candidate(s) will automatically receive the generic CCA job rejection email. [Click here](#) to review the content of the generic decline email that is sent to candidates.

When you manually decline a candidate at a certain step, the notification is sent out at 12:01am the next day. Candidates in the **Review** stage will also receive a decline notification three days after you move a candidate into the **Ready for Hire** stage.

Send Message

You can send a customized email to candidates from a job requisition by selecting candidate names and clicking the **Send Message** button. Sending a custom message has no effect on the recipient's stage in recruitment.

Advance, Decline, or Message Candidates from a Job Requisition

1) Go to an open/unfilled job requisition. You can find them from the **Recruiting** worklet or by running the **My Open Job Requisitions** report.

2) Click the **Candidates** tab to see the list of applicants.

- View candidates in a specific recruitment stage by clicking the step label above the applicant list (e.g., **Review** or **Screen**).

3) Use the checkbox in the leftmost table column to select a candidate.

- The topmost checkbox will select all active candidates, regardless of any filters applied.

4) Choose one of the enabled actions at the bottom of the screen:

- **Move Forward** - Advances the candidates to the next stage of recruiting. **Only perform this action for candidates in the *Review* stage.** After, you'll need to manage the Recruiting Workflow from your inbox.
- **Decline** - Sends selected candidates a generic email message.
- **Send Message** - Craft and send a custom email message to selected candidates.

Advance or Decline Candidates from Your Inbox

For any candidate you advance past the **Review** stage, you'll receive a Workday inbox task for candidates at each stage of the recruiting process. These inbox items include **Move Forward** and **Decline** buttons to advance or decline candidates accordingly.