Employer How-To Tutorials
How To Configure My Email Templates

1. Login into your account.

Se connecter

E-mail

Mot de passe

Se connecter
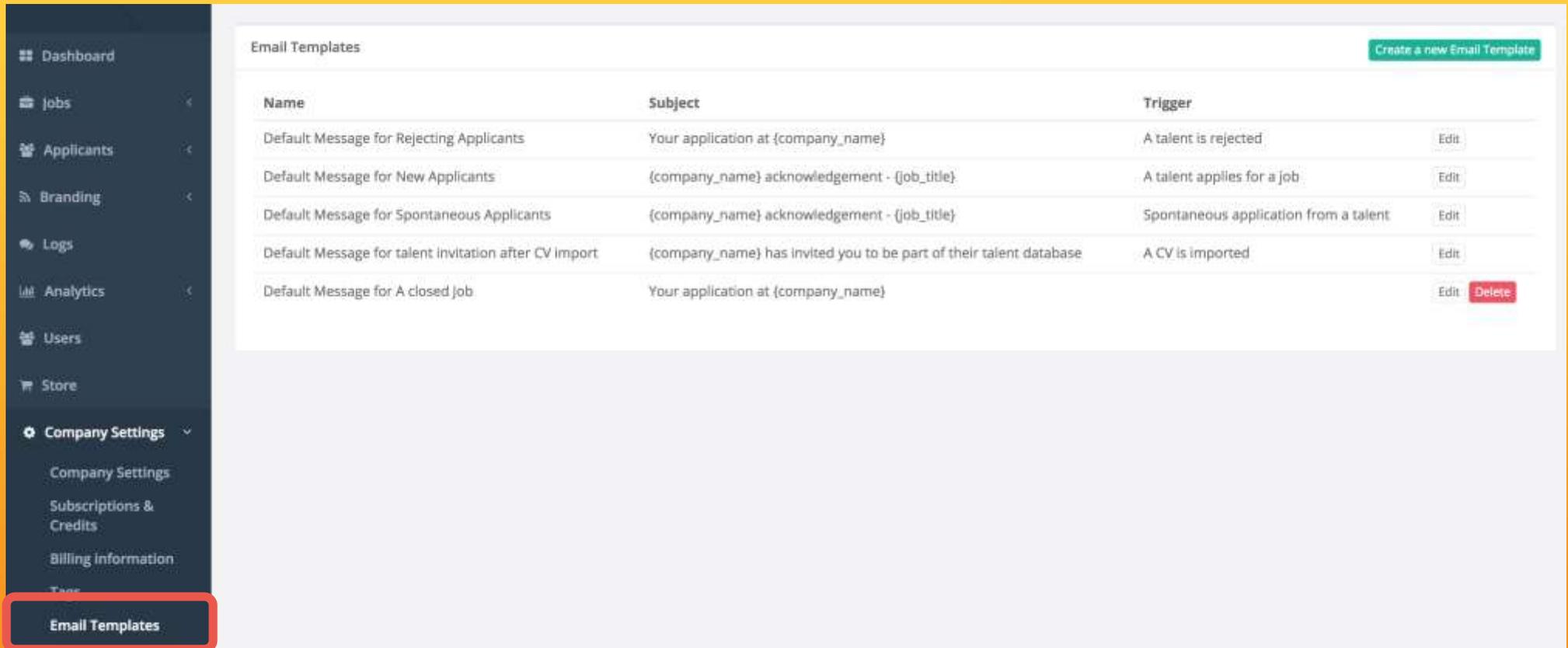
Mot de passe oublié ?

Pas encore inscrit ?

S'inscrire en tant que talent

Request a demo

If you need any assistance, please don't hesitate in contacting us at support@talentsquare.com

2. Click on the gear icon "Company Settings" on the down left corner. You can then choose "Email Templates".
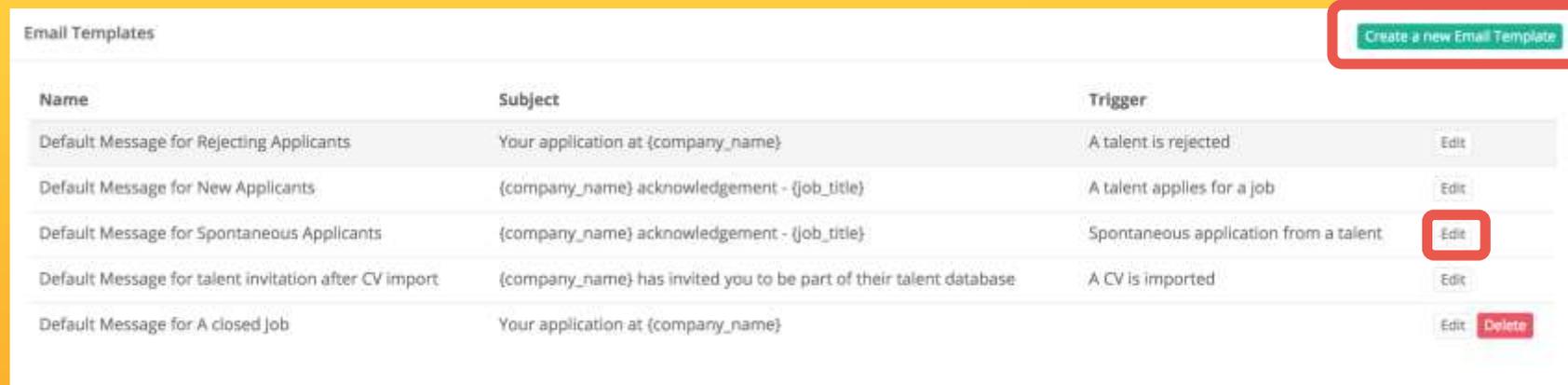
3. You can create a new template by clicking on the "Create new Email Template" button or edit a current one.

By default all employers will have 3 default templates:
- Default email sent to all applicants, to acknowledge their application
- Default email to reject candidates (can be sent in bulk)
- Default email to spontaneous applicant, to acknowledge their application

4. When creating a template, you can use several variables to make it customizable.
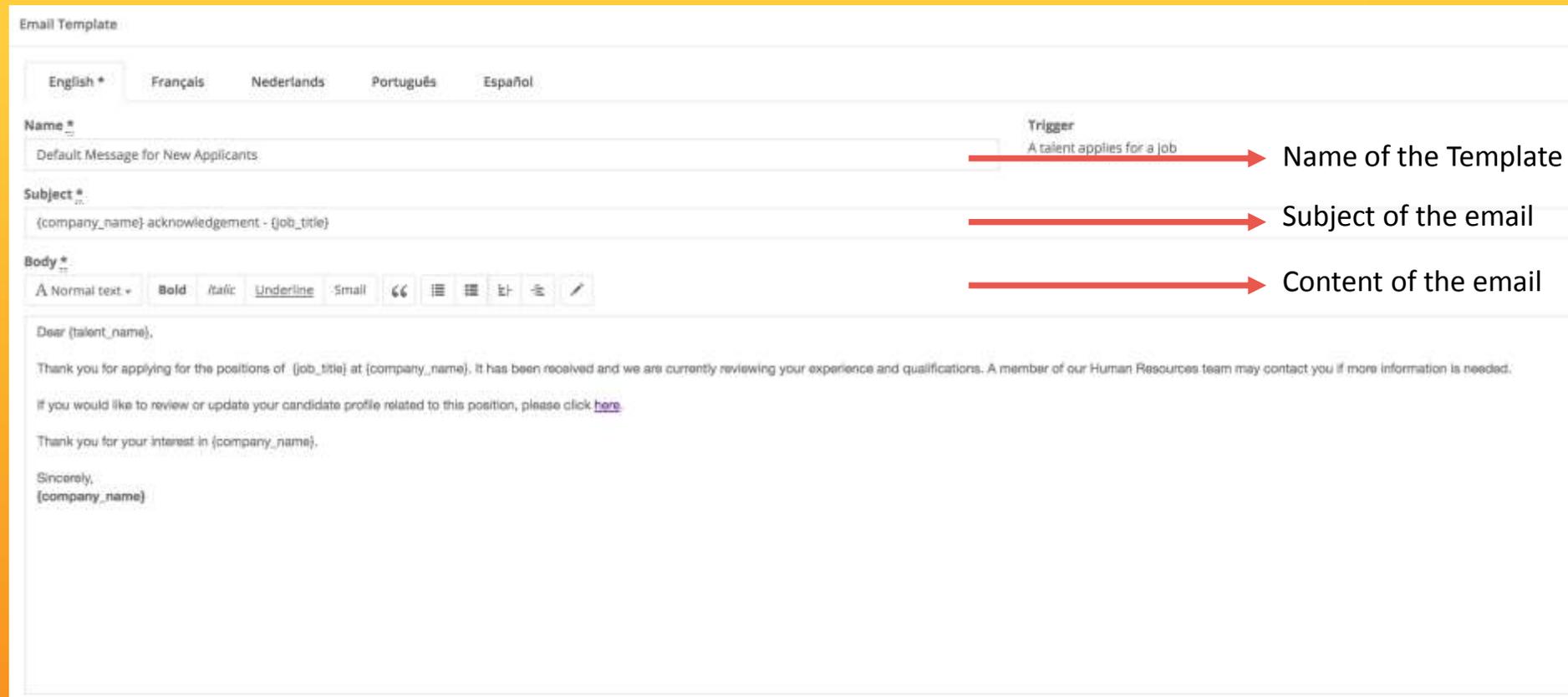
Email Template

| English * | Français | Nederlands | Português | Español |

Name *

Default Message for New Applicants

Trigger

A talent applies for a job ——→ Name of the Template

Subject *

{company_name} acknowledgement - {job_title} ——————→ Subject of the email

Body *

A Normal text ▾   **Bold**   *Italic*   Underline   Small   "   ☰   ☷   ↧   ☰   ✎ ——————→ Content of the email

Dear {talent_name},

Thank you for applying for the positions of {job_title} at {company_name}. It has been received and we are currently reviewing your experience and qualifications. A member of our Human Resources team may contact you if more information is needed.

If you would like to review or update your candidate profile related to this position, please click here.

Thank you for your interest in {company_name}.

Sincerely,
{company_name}

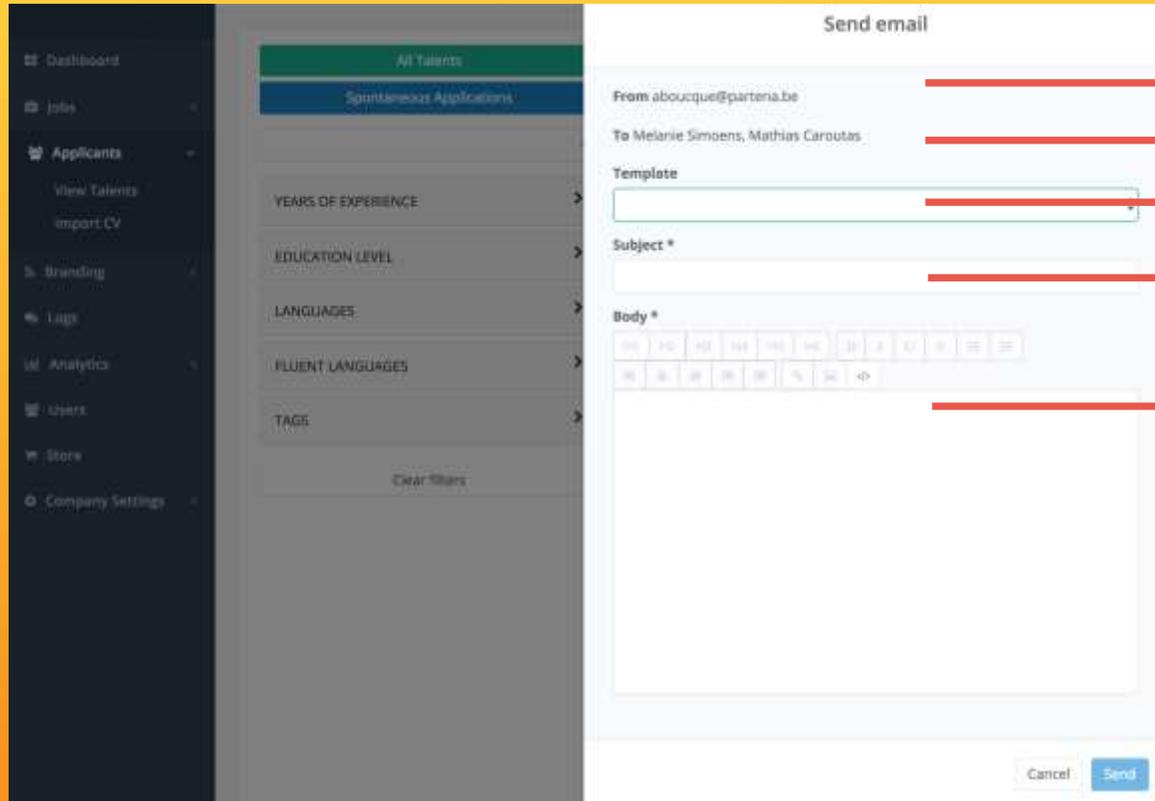If you need any assistance, please don't hesitate in contacting us at support@talentsquare.com

5. When creating a template, you can use several variables to make it customizable.

To use a variable, use a insert a '{' then write the variable name and ends it with another '}'.

For example, if I want to add the name of the sender in the mail, I add "{sender_name}" without quotes:

➢ sender_name: Name of the sender
➢ sender_email: Email of the sender
➢ receiver_name: Name of the receiver
➢ company_name: Name of the company
➢ company_url: URL of your company's website
➢ company_description: Description of your company
➢ talent_name: Candidate name
➢ job_title: Job title
➢ job_short_description: Short description of the job

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6. Once the template is created, you can use it to send it to applicants in a bulk.
The emails are sent from the candidate view, or the "Applicants" menu.

Sender email

Emails of recipients

Choosing template to be used

Subject email

Body email

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