



TALENTSQUARE

Recruitment software made simple.

Employer How-To Tutorials

How To Configure My Email Templates



1. Login into your account.

A screenshot of the Talentsquare login page. At the top center is the Talentsquare logo. Below it is the heading "Se connecter". There are two input fields: "E-mail" and "Mot de passe". Below the "Mot de passe" field is a green button labeled "Se connecter". Underneath the button is a link "Mot de passe oublié ?". Below that is the heading "Pas encore inscrit ?". At the bottom are two buttons: a green one labeled "S'inscrire en tant que talent" and a blue one labeled "Request a demo".

Se connecter

E-mail

Mot de passe

Se connecter

Mot de passe oublié ?

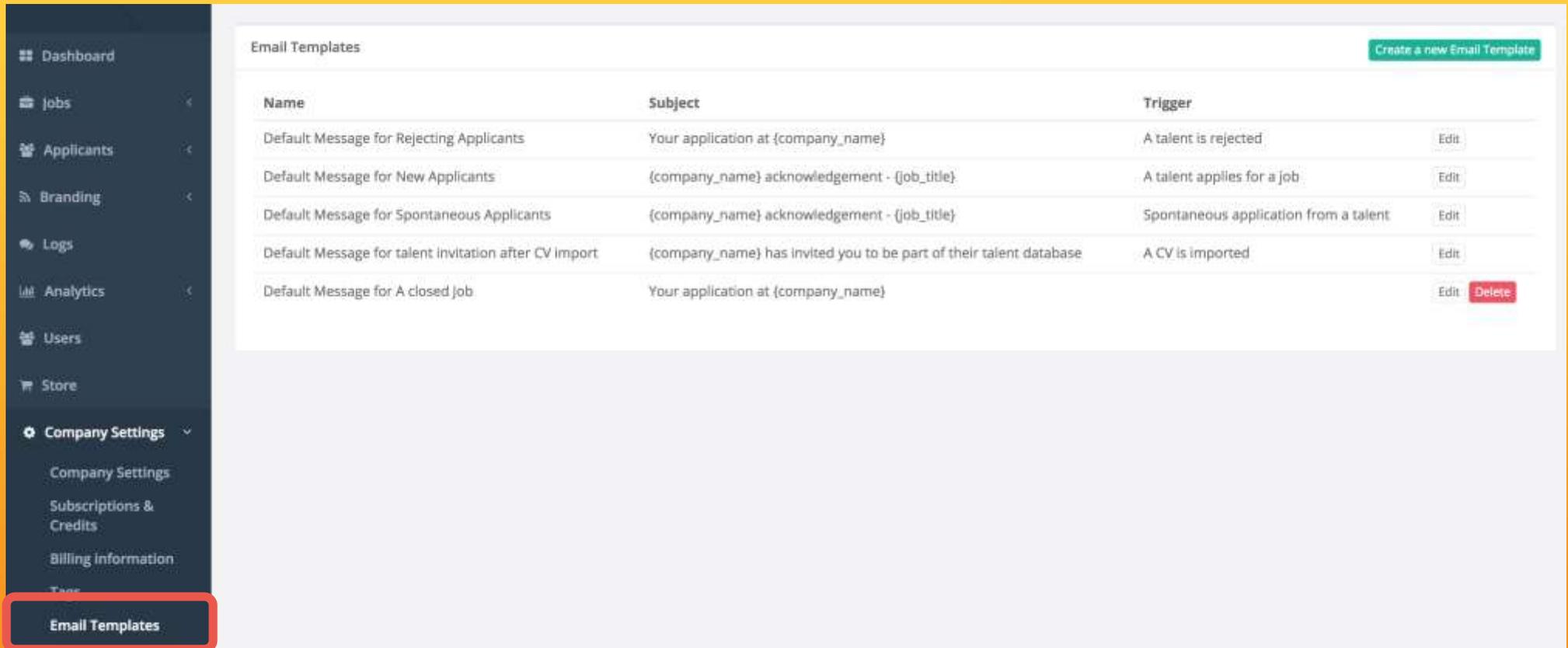
Pas encore inscrit ?

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”.

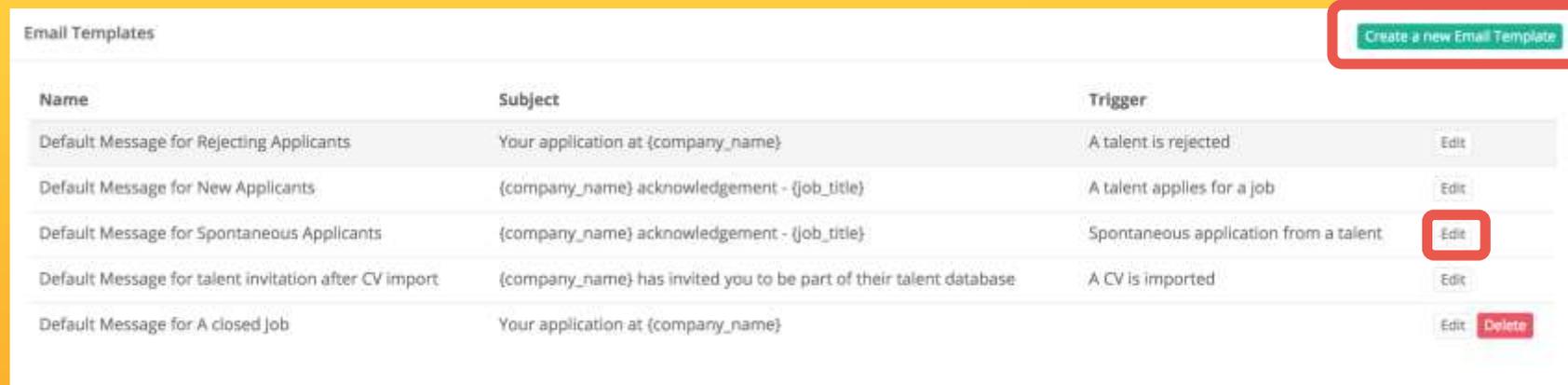


The screenshot displays the 'Email Templates' management interface. On the left, a dark sidebar contains a menu with 'Email Templates' highlighted in a red box. The main content area features a table of existing templates and a 'Create a new Email Template' button in the top right corner.

Name	Subject	Trigger	
Default Message for Rejecting Applicants	Your application at {company_name}	A talent is rejected	Edit
Default Message for New Applicants	{company_name} acknowledgement - {job_title}	A talent applies for a job	Edit
Default Message for Spontaneous Applicants	{company_name} acknowledgement - {job_title}	Spontaneous application from a talent	Edit
Default Message for talent invitation after CV import	{company_name} has invited you to be part of their talent database	A CV is imported	Edit
Default Message for A closed job	Your application at {company_name}		Edit Delete

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3. You can create a new template by clicking on the “Create new Email Template” button or edit a current one.

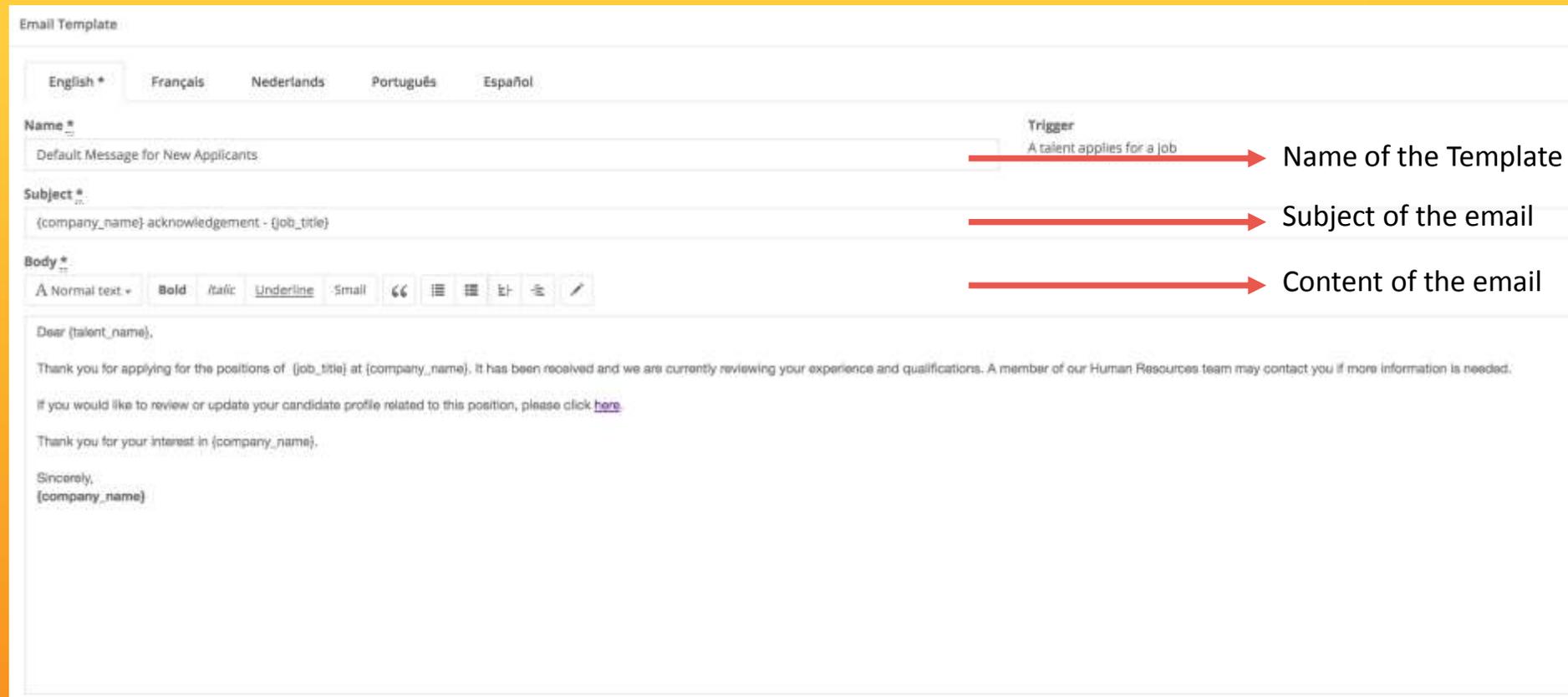


Name	Subject	Trigger	
Default Message for Rejecting Applicants	Your application at {company_name}	A talent is rejected	Edit
Default Message for New Applicants	{company_name} acknowledgement - {job_title}	A talent applies for a job	Edit
Default Message for Spontaneous Applicants	{company_name} acknowledgement - {job_title}	Spontaneous application from a talent	Edit
Default Message for talent invitation after CV import	{company_name} has invited you to be part of their talent database	A CV is imported	Edit
Default Message for A closed Job	Your application at {company_name}		Edit Delete

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 * Trigger
Default Message for New Applicants A talent applies for a job → **Name of the Template**

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

Body * À 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}

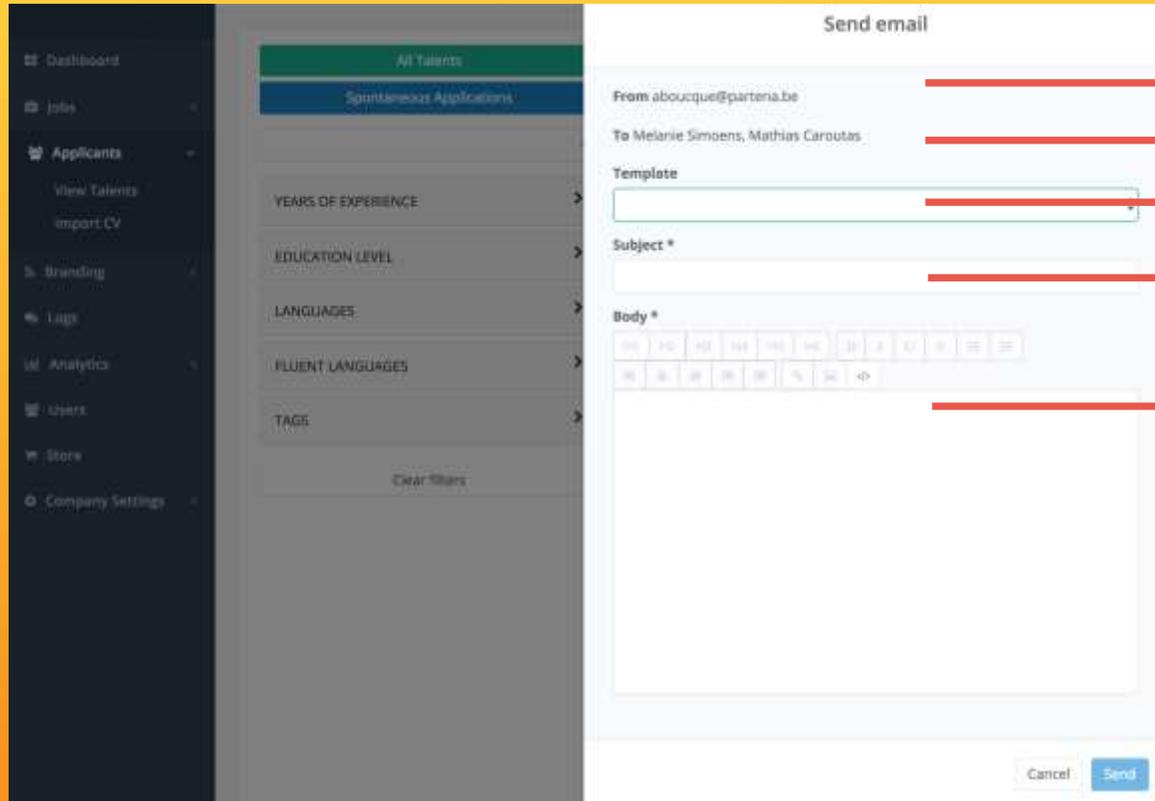
5. When creating a template, you can use several variables to make it customizable.

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

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.



Send email

From aboutque@partena.be

To Melanie Simoens, Mathias Caroutas

Template

Subject *

Body *

Cancel Send

Sender email

Emails of recipients

Choosing template to be used

Subject email

Body email

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