
newton

Thank You Letters

Quickly send automatic, stage-specific thank you letters to any candidate that has ever applied to or interviewed for any job at your company without any additional administrative work.

To learn more about Newton, please visit www.newtonsoftware.com.

Turn on Thank You Letters

Check the box next to 'Thank You Letters are OFF' and then click 'Save.'

The screenshot shows the 'Email Templates' configuration page for 'Trident Technology'. The 'Corporate Email Settings' section is active, with the 'About/Address/Signature' sub-section selected. In the 'Who can send Thank You Letters' list, the checkbox for 'Thank You Letters are ON' is checked and highlighted with a red box. The 'Save' button in the top right corner is also highlighted with a red box. The 'Corporate Email Address Settings' section shows the corporate email name as 'Human Resources' and the address as 'jobs@tridenttechtestsite.com'. A rich text editor at the bottom shows a sample signature: 'Human Resources, Trident Technology'.

Modify Email Settings and Signature

Modify email address and signature and then click 'Save.'

The screenshot displays the 'Corporate Email Settings' interface. On the left, a sidebar lists various settings categories, with 'About/Address/Signature' selected. The main content area is divided into two sections: 'Corporate Email Address Settings' and 'Signature for Corporate Emails'. The 'Corporate Email Address Settings' section is highlighted with a red border and contains the following information:

- Corporate Email Address Settings:**
 - Text: "The email settings below will be used for your company's Thank You Letters and for your Thanks for Applying Messages. This means that the email address you enter will be the email that people will see if they reply to one of your corporate messages. As such, you should use a distribution list (like jobs@ourcompany.com) email address."
 - Text: "You should not use a person's email address in this section. You should use a group email address like jobs@yourcompany.com or hr@yourcompany.com."
 - Field: "What name would you like to appear on the outgoing email?" with value "Human Resources".
 - Field: "What email address would you like to use as the return address?" with value "jobs@tridenttechtestsite.com".
- Signature for Corporate Emails:**
 - Rich text editor showing the signature: "Human Resources Trident Technology".

In the top right corner, a blue "Save" button is highlighted with a red border.

Decide who can send Thank You Letters

Select between Staffing/ Admin Users or Anyone and then click 'Save'

The screenshot shows the Newton Software interface. At the top, there is a navigation bar with options: HOME, ANALYTICS, INTEGRATIONS, ADMIN, CREATE A CANDIDATE, CREATE A JOB, REQUEST JOB APPROVAL, MARKETPLACE, and HELP. A settings gear icon is on the right. Below the navigation bar, there is a dropdown menu for 'View Company' set to 'Trident Technology'. A secondary navigation bar includes: Users, Company Settings, Careers Page, Email Templates (highlighted), Approvals, EEO/OFCCP, Interviews, Companies, and Other Settings. A red box highlights a 'Save' button in the top right corner of the main content area.

The main content area is divided into two sections:

- Corporate Settings:**
 - ★ About/Address/Signature
 - Who can send Thank You Letters** (highlighted with a blue bar)
 - Thank You Letters are ON
 - When We Pass on a Candidate
 - Before being Phone Screened
 - After being Phone Screened
 - After Interviewing
 - Because we Closed the Job
 - Because we Filled the Job
 - When a Candidate Declines Us
 - Because We Did not Get a Response
 - Because they were Not Interested
 - Because they were Off the Market
 - Custom Thank You Letters
 - [Create a Custom Thank You Letter](#)
 - Custom TYL
 - No Sponsorship Response Email
 - Thanks for Applying Email is ON
 - Thanks for Applying Email Template
 - Thanks for Applying Email Template - Spanish
 - Generic Submission Template
 - [Create a Custom Template](#)

- Who Can Send Thank You Letters:**
- Only Staffing Users/Admins can send Thank You Letters.

If you turn this on, then only Staffing Users/Admins will be allowed to send thank you letters, and this feature will be hidden from other users. We recommend this setting because it will keep Newton simple for Hiring Managers.
- Anyone Who Rejects a Candidate will be asked to Send a Thank You Letter.

Any time someone rejects a candidate they will be asked if they want to send a Thank You Letter.

If your hiring is not actively supported by HR/Recruiters, turn this on.
If none of your jobs are supported, then turning this on is a good choice.

Editing your Templates

Click into any template to edit, or click 'Create a Custom Thank You Letter.' Then click 'Save.'

The screenshot displays the 'Email Templates' configuration interface. The top navigation bar includes 'HOME', 'ANALYTICS', 'INTEGRATIONS', 'ADMIN', 'CREATE A CANDIDATE', 'CREATE A JOB', 'REQUEST JOB APPROVAL', 'MARKETPLACE', and 'HELP'. A 'View Company' dropdown is set to 'Trident Technology'. The left sidebar has 'Email Templates' selected, with a 'Save' button highlighted in red. The main content area is titled 'Custom TYL' and contains the following fields:

- Template Name:** Custom TYL
- Reason for Non-Selection:** 4) Other - Custom RNS (Note: If you choose a "Reason for Non-Selection" for this Thank You Letter, it will become the default template for contacting candidates when you pass on them for that chosen reason.)
- Subject Line:** Custom TYL
- Message Body:** Custom Thank You Letter|

At the bottom, the 'Auto-Fill Tokens' section provides instructions and lists the following tokens:

- {JOB TITLE}: Fills with the job title.
- {JOB ID}: Fills with the job ID.
- {CANDIDATE FIRST NAME}: Will insert the candidate's first name and never use the preferred name.
- {CANDIDATE PREFERRED NAME}: Will insert the candidate's preferred name (or the first name if empty).
- {JOB LOCATION}: Will insert the job location in the message.
- {COMPANY NAME}: Will insert the company name in the message.

Now that you're set up, here's how it works...

After passing on a candidate, choose to send a Thank You Letter or not. Click 'Save.'

The screenshot displays the Newton Software interface for managing a candidate, Rachael Silvia. The candidate's status is 'Pass, Unsaved'. A modal window titled 'Pass on this Candidate' is open, providing options for sending a thank you letter. The modal includes a 'Send a Thank You Letter' checkbox (unchecked) and a 'Do Not Send a Thank You Letter' checkbox (checked). There is also a text area for an optional comment and a 'Make Private' button.

Pass on this Candidate Cancel Save

Send a Thank You Letter Do Not Send a Thank You Letter

Post a Comment (Optional)

[Make Private](#)

Objective:
Hard-working and goal-oriented professional with more than 15 years of experience as a **Consultant**, now seeking a challenging position of a senior analyst in an organization where I will get an opportunity use my all skills to benefit the organization

Qualification Summary:
Diligent and skilled analyst with the excellent analyzing skills, expert in market research and analysis, knowledge of time management, excellent written and oral communication skills, good interpersonal skills, excellent presentation and organization skills, other Core Competencies include:

Professional Experience:
ABC Financial Corporation, Franklin
From 2004 to present
Government Affairs Analyst

- Working on the position of senior analyst and handling all the duties of this position efficiently and successfully, these duties are:
- Mainly responsible for handling a team of financial analyst and analyzing their work efficiently
- Planning and developing new strategies and plans with the help of the management to increase the business
- Providing help and support to the employees
- Responsible for analyzing financial information and financial reports/statements
- Maintaining a good relationship with the other analysts

This person is not assigned to another job.

Pending Thank You Letters

When a Hiring Manager passes on a candidate, Thank You Letters are marked as pending.

The screenshot shows a dashboard with a navigation bar at the top containing: HOME, ANALYTICS, INTEGRATIONS, ADMIN, CREATE A CANDIDATE, CREATE A JOB, REQUEST JOB APPROVAL, MARKETPLACE, HELP, and a settings icon. Below the navigation bar, there are tabs for 'My Jobs 0', 'Executive 0', 'Team Member 0', 'Other Jobs 7', and 'Approvals 0/4'. A search filter is set to 'Trident Technology'. The main content area has a sub-navigation bar with 'Active Dashboard' selected and other options: Review Request, Schedule Phone Screen, Phone Screen Scheduled, Schedule Interview, Interview Scheduled, and Offers. A red banner at the top of the table reads: 'You have no Pending Thank You Letters. Your company has a total of 1. Click here to manage it now.' The table lists job titles such as Accountant, Development Manager, HR Recruiter, QA Manager, Software Engineer, and Technical Support Representative. A callout bubble points to the red banner with the text: 'Click here to manage Pending Thank You Letters'. The right side of the table has a vertical column labeled 'NORMAL' for most rows and 'ON-HOLD' for the last row.

Job Title	Location	Department	Start Date	Action	Manager	Notes	Status
Accountant	Berkley 106	Finance	February 16, 2017	Promote	Mary Meyering	1st Samuel Axe ● 1st Mark Ingram ^{2.5} ● 1st Earl Sweatshirt	NORMAL
Development Manager	Blue Springs 104	Facility Operations	February 16, 2017	Promote		● 1st Rod Kimble ● 2nd Olivia Pope	NORMAL
HR Recruiter	Blue Springs 102	Human Resources	February 16, 2017	Promote			NORMAL
QA Manager	Berkley 105	Product Development	February 16, 2017	Promote		● 1st Brian Murphy	NORMAL
Software Engineer	Broken Arrow 103	Product Development	February 16, 2017	Promote			NORMAL
Technical Support Representative	Brooklyn Park 125	Customer Support	September 15, 2017	Promote			NORMAL
Location Finder	Boulder 118	Customer Support				● 1st Franklin Thomas ^{4.0}	ON-H

That's it!

Please don't hesitate to reach out to
support@newtonsoftware.com
if you have any questions.