As part of the initial review process, all resumes/curriculum vitae (CV) should be reviewed to determine which candidates meet the minimum qualifications for the position. At the next level, all resumes/CV’s should be reviewed in greater detail against a pre-determined set of objective criteria related to the position description and job duties. A short list of suitable candidates for phone or in-person interviews should emerge from this process.

After the initial review those applicants who do not meet the minimum qualifications or those that are no longer under consideration should be notified of their status as soon as possible. This can be done electronically through eTerp2 by the Search Chair/Designee (or Hiring Official for Nonexempt and Exempt Pay Bands 1 & 2). Below are the instructions for emailing applicants about the posting to which they have applied. For questions using this feature please contact the eTerp User Support Office at 301-405-5600 or via email to: jobs@umd.edu.

**Sending Rejection Notice Electronically from eTerp2**

1. As Search Chair/Designee in the APPLICANT TRACKING module, locate and view the posting of interest.

2. Follow the link to the Applicants area. The list of active applicants opens.

3. Do one of the following:
   - Use the checkboxes next to the applicant name to select at least one applicant, OR
   - Follow the link (applicant’s name) to an individual applicant's profile.

4. If you selected applicants from the list, open the Actions menu and select Email applicants. If you opened an applicant's profile, select Email applicant from the list of available actions. The Configure Email page opens.

5. Select the email template Applicant Rejection Letter.


7. Select Send Emails to send the message as it is presented, or use the breadcrumb navigation at the top of the page to return to the list of applicants without sending the message.

**Note:** Prior to sending the rejection notice the applicant statuses should be changed appropriately to Does Not Meet Minimum Qualifications or Meets Minimum Qualifications Not Advancing Further. These applicants will then appear in the “Inactive” pool.