



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Sending Correspondence

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Sending Correspondence

Overview

This desk aid provides guidance for sending correspondence through letters and email. Users (such as recruiters, recruiter administrators, recruiting coordinators and hiring managers) can send correspondence to applicants from CAPPS Recruit. This desk aid explains:

- Using the Send Correspondence action.
- Sending interview and offer letter correspondence.
- Managing applicant notes.
- Using other system-generated messages.

Sending Correspondence

Users with authorized access can send correspondence to applicants by selecting **Send Correspondence** and following the steps provided. Specific pages have the send correspondence feature with these available types:

- An email with a message that you enter manually.
- An email with a system-generated message from a selected template.
- A system-generated letter from a selected template.

Users with the following roles may send correspondence to applicants:

- RS Recruiter Administrator (TX_HCM_RS_RECRUITER_ADMIN)
- RS Recruiter (TX_HCM_RS_RECRUITER)
- RS Hiring Manager (TX_SS_MANAGER_RS)
- RS Recruiting Coordinator (TX_HCM_RS_RECRUIT_COORDINATOR)

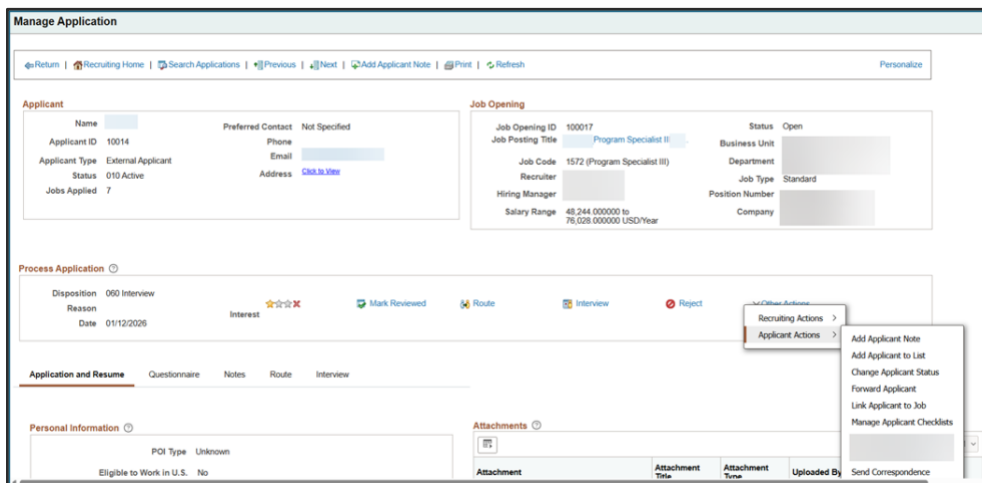
Navigation

The *Send Correspondence* feature is available on the following pages as both an individual and a group action. After navigating to the page, select **Send Correspondence** from the drop-down menu and the *Send Correspondence* page displays. Available pages and actions:

Page	Individual Action	Group Action
Search Applicants	Actions menu	Group Actions menu
Manage Applicant	Other Actions; Applicant Actions	Group Actions; Applicant Actions
Search Applications	Other Actions; Applicant Actions	Group Actions; Applicant Actions
Manage Applicant List	Other Actions menu	Group Actions menu

Navigation

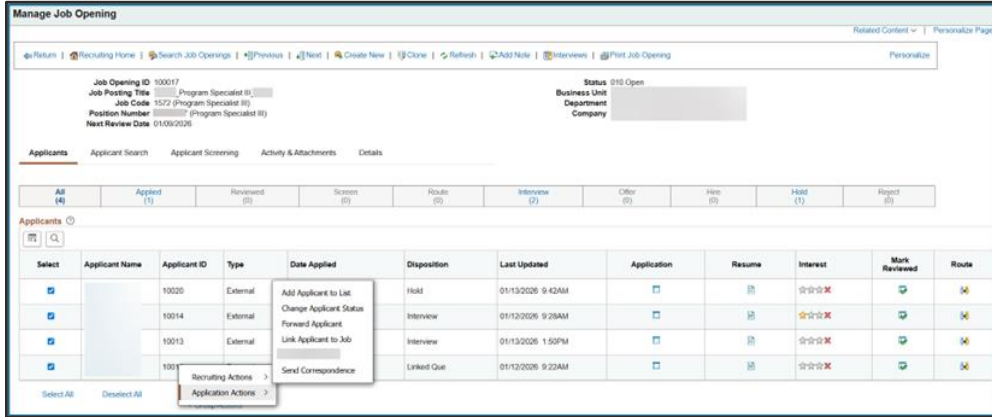
Manage Application page; Other Actions; Applicant Actions



Navigation

Manage Job Opening page; Other Actions; Applicant Actions
–or–
Manage Job Opening page; Group Actions; Applicant Actions

Four applicants are selected based on the checkboxes in the *Applicants* grid.



Preparing and Sending Ad Hoc Email Correspondence

Note: Refer to the [Navigation](#) section for assistance with navigating to the *Send Correspondence* page. Refer to the [Send Correspondence Page Sections](#) to understand each field on the *Send Correspondence* page.

To send ad hoc email correspondence from the *Send Correspondence* page:

1. Review the *Recipients* section.
2. Select EMAIL CONTACT METHOD (do not select LETTER.)
3. Review the TO field value.
4. Review and optionally edit the CC field value:
 - a. Select **Find** to open the *Find Email Address* page to search and select the EMPLOYEE ID and NAME of the individual(s) to copy.
 - or–**
 - b. Type email addresses in the field (use a semi-colon to separate each email address).
5. Review and optionally edit the BCC field:
 - a. Select **Find** to open the *Find Email Address* page to search and select the EMPLOYEE ID and NAME of the individual(s) to blind copy (BCC).
 - or–**
 - b. Type email addresses in the field (use a semi-colon to separate each email address).
6. Deselect the **Include Interested Parties** checkbox (optional).
7. Review the *Sender Information* section.
8. Enter a SUBJECT.
9. Enter a MESSAGE.
10. Select **Add Attachment** to open the *File Attachment* page (optional).
11. Select **Choose File** to locate and attach the file.
12. Select **Upload**.
13. Select **Preview** to review the message before sending.
14. Select **Send**.
 Sending the message creates an applicant note.

Preparing and Sending an Email Correspondence (Letter Template)

Note: Refer to the [Navigation](#) section for assistance with navigating to the *Send Correspondence* page. Refer to the [Send Correspondence Page Sections](#) to understand each field on the *Send Correspondence* page.

To send email correspondence using a letter template from the *Send Correspondence* page:

1. Review the *Recipients* section.
2. Select **Email Contact Method**.
3. Select the template in the `LETTER` field.
4. Review the `TO` field.
5. Review and optionally edit the `CC` field:
 - a. Select **Find** to open the *Find Email Address* page to search and select the `EMPLOYEE ID` and `NAME` of the individual(s) to copy.
 - or–
 - b. Type email addresses in the field (use a semi-colon to separate each email address).
6. Review and optionally edit the blind copy `BCC` field:
 - a. Select **Find** to open the *Find Email Address* page to search and select the `EMPLOYEE ID` and `NAME` of the individual(s) to blind copy (BCC).
 - or–
 - b. Type email addresses in the field (use a semi-colon to separate each email address).
7. Deselect the **Include Interested Parties** checkbox (optional).
8. Review the *Sender Information* section.
9. Edit the `SUBJECT` field value (optional).
10. Select **Add Attachment** to open the *File Attachment* page (optional).
11. Select **Choose File** to locate and attach the file.
12. Select **Upload** to attach the file to the message.
13. Select **Preview** to review the message before sending.
14. Select **Send**.
Sending the message creates an applicant note.

Preparing, Generating and Editing Letter Correspondence

Note: Refer to the [Navigation](#) section for assistance with navigating to the *Send Correspondence* page. Refer to the [Send Correspondence Page Sections](#) to understand each field on the *Send Correspondence* page.

To generate a letter using a template from the *Send Correspondence* page (users can choose to send the email or print the letter and mail it):

1. Review the *Recipients* section.
2. Select **Letter Contact Method**.
3. Select the desired template in the `LETTER` field.
4. Review the *Recipient Information* section.
5. Enter `NOTES` (optional).
6. Select **Preview** to review the letter before generating it.
7. Select **Generate** to create the letter content.
Generating the letter creates a rich text format (.rtf) applicant note.
8. Download and save the applicant note (.rtf) file to your device.
9. Locate the applicant note (.rtf) file.

10. Open the applicant note (.rtf) file (use a word processing application, such as Microsoft Word).
11. Edit the letter content (if necessary).
12. Save the file (using a new file name – optional).
13. Print and mail the letter (if choosing to mail).

–or–

Navigate to the *Send Correspondence* page to email the letter as an attachment.

Note: Follow the instructions in the [Prepare and Send Ad Hoc Email Correspondence](#) section. The edited letter may be added as an attachment or the edited content may be copied and pasted into the MESSAGE field.

14. Navigate to the *Manage Applicant's Notes* page to edit or delete inaccurate notes:
 - If you did not mail the letter generated, delete the note.
 - If you generated a letter, edited and mailed it, edit the note to replace the attachment with the edited version.
 - If you generated a letter and emailed it through the system, delete the original note.

Sending Correspondence

The *Send Correspondence* page consists of the following sections:

- Recipients
- Message Type and Method
- Recipient Information
- Sender Information
- Message
- Attachments

Note: Some sections may or may not display, depending on the selections made on the *Send Correspondence* page.

Recipients Section

The *Recipients* section displays:

- One or multiple recipients (depending on whether the user initiated the correspondence with an individual or a group action).
- The job opening, if it was initiated from one of the following pages:
 - Manage Application
 - Manage Applicant (list of applications)
 - Search Applications
 - Manage Job Opening

Note: The job opening cannot be updated in this section.

A user can add job openings manually to the grid in the *Recipients* section if the addition is initiated from:

- One or more applicant records.
- The Search Applicant page
- The Manage Applicant List page.

The screenshot shows the 'Send Correspondence' interface. At the top is a 'Recipients' table with columns for ID, Applicant Name, and Job Opening. Below the table are several form sections: 'Message Type and Method' with dropdowns for 'Contact Method' (set to 'Email') and 'Letter'; 'Recipient Information' with fields for 'To', 'Cc', and 'Bcc', each with a 'Find' button, and a checked 'Include Interested Parties' option; 'Sender Information' with a 'From' field; 'Message' with fields for 'Subject', 'Access' (set to 'Public'), and a large text area for 'Message'; and 'Attachments' with a message 'No attachments have been added to this Correspondence' and an 'Add Attachment' button. At the bottom are 'Preview', 'Send', and 'Cancel' buttons.

ID	Applicant Name	Job Opening
10012	Si	1C Sc
10025	Te	1C Sc
10022	Si	1C Sc

Message Type and Method Section

The *Message Type and Method* section indicates if the user will send a message using:

- **EMAIL CONTACT METHOD**
An ad hoc email message or an email is generated using a letter template. Editing the letter template content is **not allowed** using the EMAIL CONTACT METHOD type.
- **LETTER CONTACT METHOD**
Content is generated based on a selected letter template with download of the letter in rich text format (.rtf) for editing (with use of a word processing application, such as Microsoft Word) before distributing.
The system generates content and inserts relevant information about the applicant and job opening into the template. Editing **is allowed** after the letter template is generated using the LETTER CONTACT METHOD.

Note: Do not select the combination of the EMAIL CONTACT METHOD and a LETTER template if edits will be made to the message content.

Available Letter Templates

The following templates are available using the *Send Correspondence* feature for notifying applicants:

- **Acknowledgment Letter**
Agency staff is reviewing their profiles for future job openings.
- **Applicant Rejection Letter**
- **Canceled Job Opening Applicant Notice**
- **WIT Applicant Instructions**
Requests WorkInTexas.com (WIT) applicants to log in to the CAPPS *Careers* page and provide responses to questionnaires, EEO information and an electronic signature.
- **Offer Withdrawal Letter**
- **Missing Documents Letter**
Requests missing documents or other information through the CAPPS *Careers* page.
- **Qualified Applicant Letter**
Minimum qualifications for the job opening were met.

Recipient Information (Email Contact Method)

The *Recipient Information* section includes fields specific to the email contact method:

- **TO** field — cannot be edited.
- **CC** and **BCC** field — select the **Find** hyperlinks to search for other employees to copy on the email.
- **INCLUDE INTERESTED PARTIES** checkbox — copies the users listed on the associated job opening's interested parties (part of the job opening's hiring team).

The screenshot shows a form titled "Recipient Information" with three input fields: "To", "Cc", and "Bcc". Each field has a "Find" hyperlink to its right. Below the fields is a checkbox labeled "Include Interested Parties" which is checked. There are also small icons for each field, possibly representing a search or refresh function.

Recipient Information (Letter Contact Method)

For the letter contact method, the TO field in the *Recipient Information* section only displays the applicant's name as the recipient and cannot be updated.

The screenshot shows a form titled "Recipient Information". It contains a single text input field labeled "To" with a small icon to its right. The field is currently empty.

Note: This FROM field detail is not shown when using the *Letter Method*.

Sender Information (Email Contact Method Only)

Selecting email as the contact method displays *capps.recruiting@cpa.texas.gov* in the FROM field of the *Sending Information*. Be sure to include other contact information within the body of your correspondence message since replies to the CAPPS Recruiting email are not monitored.

The screenshot shows a form titled "Sender Information". It contains a single text input field labeled "From" with the value "capps.recruiting@cpa.texas.gov" entered.

Message (Email Contact Method, No Letter Template)

Fields in the *Message* section for the email contact method and no letter template selected:

- SUBJECT field — can be edited.
- MESSAGE field — can be edited; but only the body of the email because the system automatically adds the salutation and signature blocks of the email. Users are encouraged to review the message preview before sending. Include appropriate contact information in your email so that the applicant can contact someone at your agency.
- ACCESS PUBLIC field — cannot be edited. Indicates that others with access to this applicant can view the email correspondence.

The screenshot shows a form titled "Message". It contains three fields: a text input field for "*Subject", a dropdown menu for "Access" with "Public" selected, and a large text area for "*Message".

Message (Email Contact Method, Letter Template)

Before selecting the email contact method and letter template, carefully consider if this is the best option. The SUBJECT field is editable, but edits in the message are not allowed. In addition:

The screenshot shows a form titled "Message". The "*Subject" field is pre-filled with the text "You were not selected for the position: [redacted] ([redacted])". The "Access" dropdown is set to "Public".

- The applicant receives an email with the exact verbiage from the selected letter template.
- The system will insert relevant information about the applicant and job opening into the template.
- Access Public indicates others with access to this applicant to view the email correspondence.
- The message content is not displayed on the page.
- Use the preview to verify the content before selecting send.

Message (Letter Contact Method)

For the message using the letter contact method:

- Letter content is based on the selected template, which is accessible after it is generated.
- Optionally, users can enter notes in the *Message* section, which will be added to the applicant note created when the letter is generated.
- Access Public: Indicates that others with access to this applicant can view the note.

Attachments (Email Contact Method Only)

If the email contact method is selected, users can upload documents to be sent with the email. This feature is unavailable with the letter contact method. Documents are uploaded in the *Attachments* section and the documents' file names are hyperlinks. The section also includes:

- DESCRIPTION field.
- Delete (trash can) icon.
- Add more documents (optional).

File Name	Description	
Test.docx	Sample Attachment	🗑️

Add Attachment

Preview, Send, Generate and Cancel Options

Once the *Send Correspondence* page is ready for the recipient, users choose the email or letter contact method. Each method has options.

Email Contact Method

- **Preview**
Review the content before sending.
- **Send**
Email correspondence as-is, including a letter template if chosen.
- **Cancel**
Navigate away from the *Send Correspondence* page without sending.

Letter Contact Method

- **Preview**
Review the content before generating the letter.
- **Generate**
Creates a rich text format (.rtf) file that downloads to your device. Editing the content before sending it to the applicant is allowed.
- **Cancel**
Navigate away from the *Send Correspondence* page without generating the correspondence message.

Interview Correspondence

Users with authorized access can send interview correspondence to applicants from various locations. An *Interview Schedule* page allows:

- Generating, editing, and uploading interview-specific letters.
- Emailing applicants with attachments.
- Producing consolidated letters covering multiple interviews (optional).
- Providing the context required for the interview letter templates. It is optional to send interview-related correspondence from CAPPS Recruit.
- Generating interview-related correspondence in the *Letter* section or the *Consolidated Interview Letter* section.

Interview Schedule
New Window | Personalize Page

Job Opening ID 100042
Job Opening Status 010 Open
Submitted No

Business Unit 00 (Business Unit for)
Job Posting Title Administrative Assistant V

SK Test2

Applicant ID 10021
Applicant Type External Applicant
Preferred Contact Not Specified

Interview 1 - Date Not Entered

*Date

*Start Time

*End Time

*Time Zone PST

Interview Status Unconfirmed

Interview Type

Applicant Response None

Initiator

Notify Applicant

Notify Interview Team

Interviewers

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify
<input type="text"/>	<input type="text"/>					None	<input type="button" value="Comment"/>	<input type="button" value="Availability"/>	<input type="checkbox"/>

Venue Information

Venue

Response

Location

254 characters remaining

Interview Materials

Notes

No notes have been added to this Interview.

Attachment

No Attachments have been added to this Interview.

Preview/Edit Meeting Request

Letter

Letter

Date Printed

Include in Consolidated Letter

Consolidated Interview Letter

Sending Correspondence

June 8, 2026

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Navigation

From the *Interview Schedule* page, authorized users can generate interview-related correspondence using the *Letter* section. Users may access the *Interview Schedule* page by selecting the *Interview* icon (or a *Group Action* or *Recruiting Actions*, if applicable) from the following pages:

- *Manage Applicant* page
- *Search Applications* page (Group Actions: Recruiting Actions)
- *Manage Applications* page
- *Manage Job Openings* page (Group Actions: Recruiting Actions)

After navigating to the *Interview Schedule* page, follow the steps in the next section to prepare and generate an interview letter.

Preparing and Generating Interview Letter Correspondence

Users can choose to send the letter correspondence by email or print the letter and mail it. To generate a letter using a template:

1. Complete interview details.
2. Select a template from the `LETTER` field in the *Letter* section.

Note: Do not add the `DATE PRINTED`. The system populates the `DATE PRINTED` field when the record is generated.

3. Select the **Include in Consolidated Letter** checkbox (optional) to send a single letter to an applicant for multiple interviews.
 - Continue with step 5 if the checkbox is selected.
 - or–
 - Skip to step 6 if proceeding with the *Letter* section.
4. Expand the *Consolidated Interview Letter* section and select a template from the *Letter* field.

Note: Do not add the `DATE PRINTED`. The system populates the `DATE PRINTED` field when the record is generated.

5. Choose **Select All Interviews** or **Deselect All Interviews** –and/or–
Deselect the **Exclude Past Dated Interviews** checkbox (optional).

6. Select **Generate Letter** (applies to both the *Letter* and *Consolidated Interview Letter* sections).

Notes: An applicant note is created and a rich text format (.rtf) file is generated. The `DATE PRINTED` field populates with today's date.

7. Download and save the applicant note (.rtf) file to your device.
8. Locate the applicant note (.rtf) file on your device.
9. Open the applicant note (.rtf) file (use a word processing application, such as Microsoft Word).
10. Edit the letter content (if necessary). If edited, save the file (using a new file name – optional).
11. Print and mail the letter (if choosing to mail) and skip to step 17.

–or–

Select **Upload Letter** on the *Interview Schedule* page in the relevant section (*Letter* or *Consolidated Interview Letter* section) to open the *File Attachment* page.

12. Select **Choose File** to locate and attach the file.
13. Select **Upload**. The uploaded file replaces the original letter in the applicant note when emailing the applicant.
14. Select **Email Applicant** on the *Interview Schedule* page in the *Letter or Consolidated Interview Letter* section to email the letter from CAPPS Recruit as an attachment. The *Send Correspondence* page displays.
15. Follow the instructions in the [Preparing and Sending Ad Hoc Email Correspondence](#) section to attach the edited letter.
16. Navigate to the *Manage Applicant – Notes* page to edit or delete inaccurate notes.
 - a. If you **did not mail the letter** you generated, delete the note.
 - b. If you **generated a letter, edited it and mailed it**, edit the note to replace the attachment with the edited version using the edit (pencil) icon to revise the details.
 - c. If you **generated a letter and emailed it through the system**, delete the original note.
 - d. Before modifying the information further:
 - Delete the bottom row, which is the originally generated individual interview letter.
 - Delete the row above, which is the edited, uploaded interview letter that was the correspondence sent to the applicant.

Note: The *edited interview letter email sample* row has the edited interview letter attached and represents the communication with the applicant. The same actions were taken with the consolidated interview letter in the top three rows. After cleaning up the Notes, the two rows with the SUBJECT *Edited Consolidated Interview Letter* and *edited interview letter email sample* will remain.

Manage Applicant

Save | Return | Recruiting Home | Search Applicants | Create Applicant | Add Note | Add to List | Add Application | Change Status | >> Personalize

Name: [Redacted]
 Applicant ID: 10040
 Applicant Type: External Applicant
 Status: 010 Active

Preferred Contact: Email [Redacted]
 Phone [Redacted]
 Email [Redacted]
 Address [Redacted]

Applicant Activity | **Notes** | Applicant Data | Interested Parties

Notes Summary

Select	Subject	Note Date	Author		
<input checked="" type="radio"/>	Edited Consolidated Interview Letter	03/17/2026 7:13PM	[Redacted]		
<input type="radio"/>	Interview letter	03/17/2026 7:11PM	[Redacted]		
<input type="radio"/>	Interview letter	03/17/2026 7:11PM	[Redacted]		
<input type="radio"/>	edited interview letter email sample	03/17/2026 6:48PM	[Redacted]		
<input type="radio"/>	Interview letter	03/17/2026 6:42PM	[Redacted]		
<input type="radio"/>	Interview letter	03/17/2026 6:39PM	[Redacted]		

Available Letter Templates

The following templates are available on the *Interview Schedule* page, and each contains the scheduled interview date and time:

- Interview Letter IS1
- Interview Letter IS2
- Interview Letter IS3

Note: All three interview letter templates contain the same verbiage. You may select any of the options for the same output.

Offer Correspondence

Job offer correspondence is found on the *Prepare Job Offer* page. It allows users to:

- Generate, edit and upload offer-specific letters.
- Email applicants (with attachments).
- Optionally, post the offer letter online as part of the online job offer.

In addition, the *Prepare Job Offer* page provides the context required for the offer letter templates. It is optional to send offer-related correspondence from CAPPS Recruit.

This desk aid focuses specifically on the offer letter. In contrast, the Job Offer desk aid provides additional information about the overall offer process.

The image shows the *Prepare Job Offer* page when users open it for the first time. The *Letter* section is where an end user generates correspondence related to the offer.

Navigation

If users have authorized access, the Prepare Job Offer feature is available as an individual action in several locations. Users may access the *Prepare Job Offer* page by selecting a *Other Actions* and *Recruiting Actions* from the following pages:

- *Manage Applicant* page
- *Search Applications* page
- *Manage Applications* page
- *Manage Job Openings* page

After navigating to the *Prepare Job Offer* page, follow the steps listed in the next section to prepare and generate an offer letter using the *Offer Letter* section.

Preparing and Generating the Offer Letter Correspondence with Edits

To prepare and generate a letter using a template on the *Prepare Job Offer* page:

1. Complete offer details, including job offer components.
2. Select a template from the LETTER field in the *Offer Letter* section.

The screenshot shows the 'Offer Letter' section of the 'Prepare Job Offer' page. At the top, there is a header 'Offer Letter' with a help icon. Below it, there is a 'Letter' dropdown menu currently showing 'Offer Letter OF1'. To the right of the dropdown is a 'Date Printed' field with a calendar icon. Below these elements are three buttons: 'Generate Letter', 'Upload Letter', and 'Email Applicant'.

Note: Do not enter a DATE PRINTED value. The system auto-populates the DATE PRINTED field when the record is generated.

3. Proceed with the offer.
4. Submit the offer for approval.
5. Return to the *Prepare Job Offer* page **after** the job offer is approved and in *010 Extend* status.

Note: Refer to the *Processing Job Offer* desk aid (if necessary).

Note: Refer to the *Processing Job Offer* desk aid (if necessary) for additional steps related to preboarding selections.

6. Select **Generate Letter**.

Notes:

- The offer is in view mode and *Generate Letter* is active, which creates an applicant note.
- The DATE PRINTED field auto-populates with today's date.
- A rich text format (.rtf) file is created.

7. Download and save the offer letter (.rtf) file to your device.
8. Locate the offer letter (.rtf) file on your device.
9. Open the offer letter (.rtf) file (use a word processing application, such as Microsoft Word).
10. Edit the letter content (if necessary). If edited, save the file (using a new file name – optional).
11. Print and mail the letter (if choosing to mail) and skip to step 16.
–or–
 Select **Upload Letter** on the *Prepare Job Offer* page in the *Offer Letter* section. The *File Attachment* window opens.
12. Select **Choose File** to locate and attach the file.
13. Select **Upload**.
 The uploaded file replaces the original offer letter in the *Applicant Note* when emailing the applicant.
14. Select **Email Applicant** on the *Prepare Job Offer* page in the *Offer Letter* section to email the offer letter from CAPPS Recruit as an attachment. The *Send Correspondence* page displays.
15. Follow the instructions in the [Prepare and Send Ad Hoc Email Correspondence](#) section to attach the offer letter.
16. Navigate to the *Manage Applicant* page and select the *Notes* tab to edit or delete inaccurate notes.
 - a. If you **generated a letter** but **did not mail it**, delete the note.
 - b. If you **generated, edited and mailed a letter**, edit the note to replace the attachment with the edited version using the edit (pencil) icon to revise the details.
 - c. If you **generated a letter and emailed it through the online system**, delete the original note.

Available Letter Templates

The following templates are available on the *Prepare Job Offer* page:

- Offer Letter OF1 — An offer and the related details.
- Offer Letter OF2 — A revised offer and the related details.
- Conditional Offer Letter — A conditional offer.

Note: All three offer letter templates contain the same verbiage. You may select any of the templates.

Applicant Notes

An *Applicant Note* is automatically created when the user generates, uploads or emails a recruitment letter. Consequently, the system may create multiple *Applicant Notes* for the same interaction. The user can manually delete extra notes on the *Manage Applicant* page's *Notes* tab.

Applicant Note have a *Note Audience of Public* setting, which allows users with access to the applicant and job opening to view the note.

The *Applicant Note*'s subject is auto-populated from the email subject when the user emails a letter to the applicant. When a letter is generated or uploaded, the note's subject (depending on the letter context) is either:

- Application Letter
- Interview Letter
- or–
- Offer Letter

Since the notes require maintenance for accuracy:

1. Edit to replace the attachment if the generated letter was modified before printing and sending it. You may select **Resend**, if necessary.
2. Delete the *Applicant Note(s)* if the physical letter was **not** printed and mailed to the applicant.

System-Generated Messages

CAPPS Recruit also sends system-generated messages in addition to correspondence sent from the:

- *Send Correspondence* page
- *Interview Schedule* page
- and–
- *Prepare Job Offer* page

Note: User actions prompt the automated messages from CAPPS Recruit.

System-generated messages include the following notifications:

- Job Opening approval
- Job posting
- Answer evaluator
- Routing
- Interview
- Interview evaluation
- Job Offer approval
- Applicant account
- Applicant job agent
- Applicant linked / complete questionnaire
- Online offer

Revision History

Date	Description of Change	Changed By
June 8, 2026	Initial release.	R. Kelly