



JobPixel

How to Message Candidates via Indeed

Step 1: Copy the template that corresponds to your video (see example below)

Hi {CANDIDATE_FIRST_NAME},

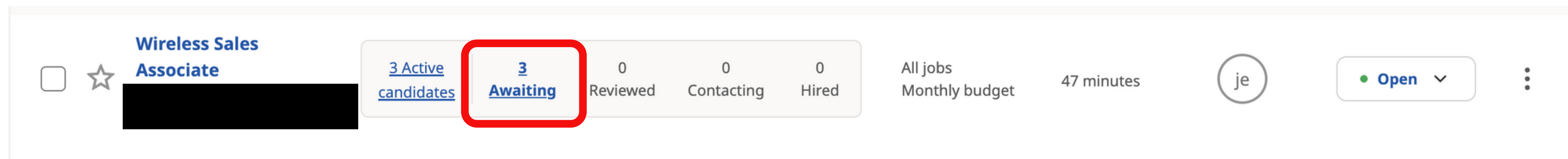
Thank you for your interest in the {JOB_TITLE} position at {COMPANY_NAME}. We are looking to grow our team with talented individuals just like yourself. As a next step in the application process, please take a moment and watch our brief video to learn more about our company, the open position and our ideal candidate. Then reply back with your own video introduction so we have the opportunity to learn more about you.

Visit <https://www.jobpixel.com/@gp-mobile/3485326006?source=share> (or copy the link into your browser) to watch our video.

We can't wait to hear from you!

If you have already submitted a video introduction for another position, you do not need to respond to this message.

Step 2: Go into Indeed, find your job and click on the awaiting candidates.



The screenshot shows a job listing for 'Wireless Sales Associate'. The job title is highlighted in blue. Below the title, there are several statistics: '3 Active candidates', '3 Awaiting' (highlighted with a red box), '0 Reviewed', '0 Contacting', and '0 Hired'. To the right of these statistics, there is a section for 'All jobs Monthly budget' with a value of '47 minutes'. Further right, there is a circular profile picture with the initials 'je' and a button labeled 'Open' with a dropdown arrow. A three-dot menu icon is visible to the right of the 'Open' button.

Step 3: Bulk select your candidates and select Message Candidates

indeed



Candidates



Post a job



Filters

36 Active

36 Awaiting Review

0 Reviewed

0 Contacting

1 Rejected

Add candidate



36 candidates selected

Deselect all

Message candidates

Change status

Export candidate details



Pending

✓ Education: High school or equivalent

✓ Language: Yes

✓ Work authorization: Yes

✗ Overall Assessment: Incomplete

Cashier
Walmart Supercenter

Nov 1



Pending

✓ Education: Associate

✓ Language: Yes

✓ Work authorization: Yes

✗ Overall Assessment: Incomplete

Sales Associate

Nov 1



Step 4: Select Custom Template and paste your template in the message field. Once pasted, click Send Separately.

The screenshot shows the 'Select and send message to candidates' dialog box on the Indeed platform. The dialog is titled 'Select and send message to candidates' and has a close button (X) in the top right corner. It contains the following sections:

- To: ***: A section indicating that each candidate will receive their own version of the message. Below this is a list of 36 candidates, with a 'See 32 more' link.
- Message:**: A text area containing a message template with placeholders: 'Hi {CANDIDATE_FIRST_NAME}, Thank you for your interest in the {JOB_TITLE} position at {COMPANY_NAME}. We are looking to grow our team with talented individuals just like yourself. Please take a moment and watch our brief video to learn more about our company, the open position and our ideal candidate. Then reply back with your own video introduction so we have the opportunity to learn more about you.'
- Insert placeholder:**: A section with buttons for inserting placeholders: '{CANDIDATE_FIRST_NAME}', '{CANDIDATE_NAME}', '{JOB_TITLE}', '{JOB_LOCATION}', and '{COMPANY_NAME}'.
- Buttons:** At the bottom, there are three buttons: 'Back', 'Cancel', and 'Send separately (36)'. The 'Send separately (36)' button is highlighted with a red box.