

# SCALIS

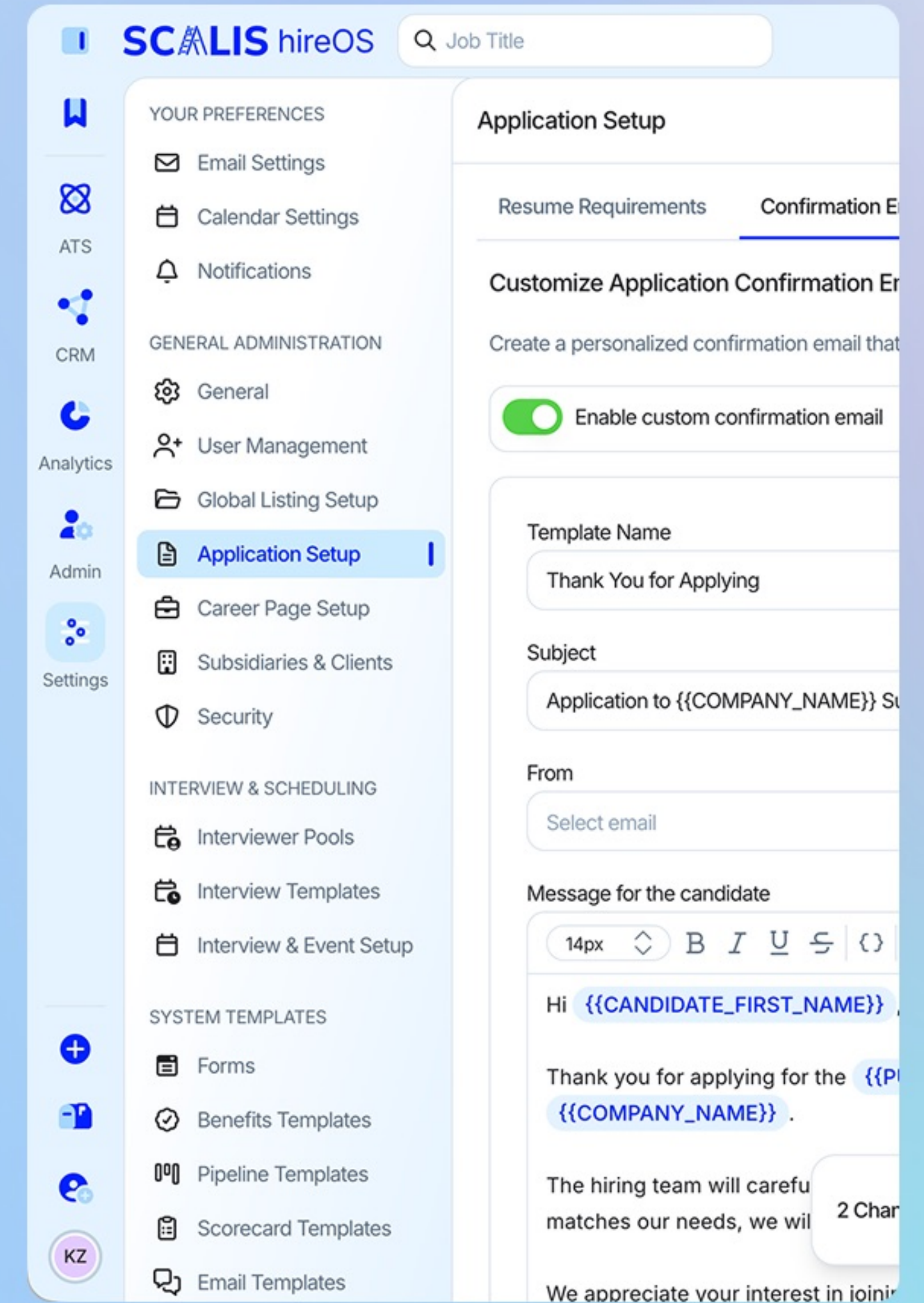
GETTING STARTED

# Application Confirmation Emails

# Summary

## 1. Customize Application Confirmation Emails

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## STEP 1

# Customize Application Confirmation Emails

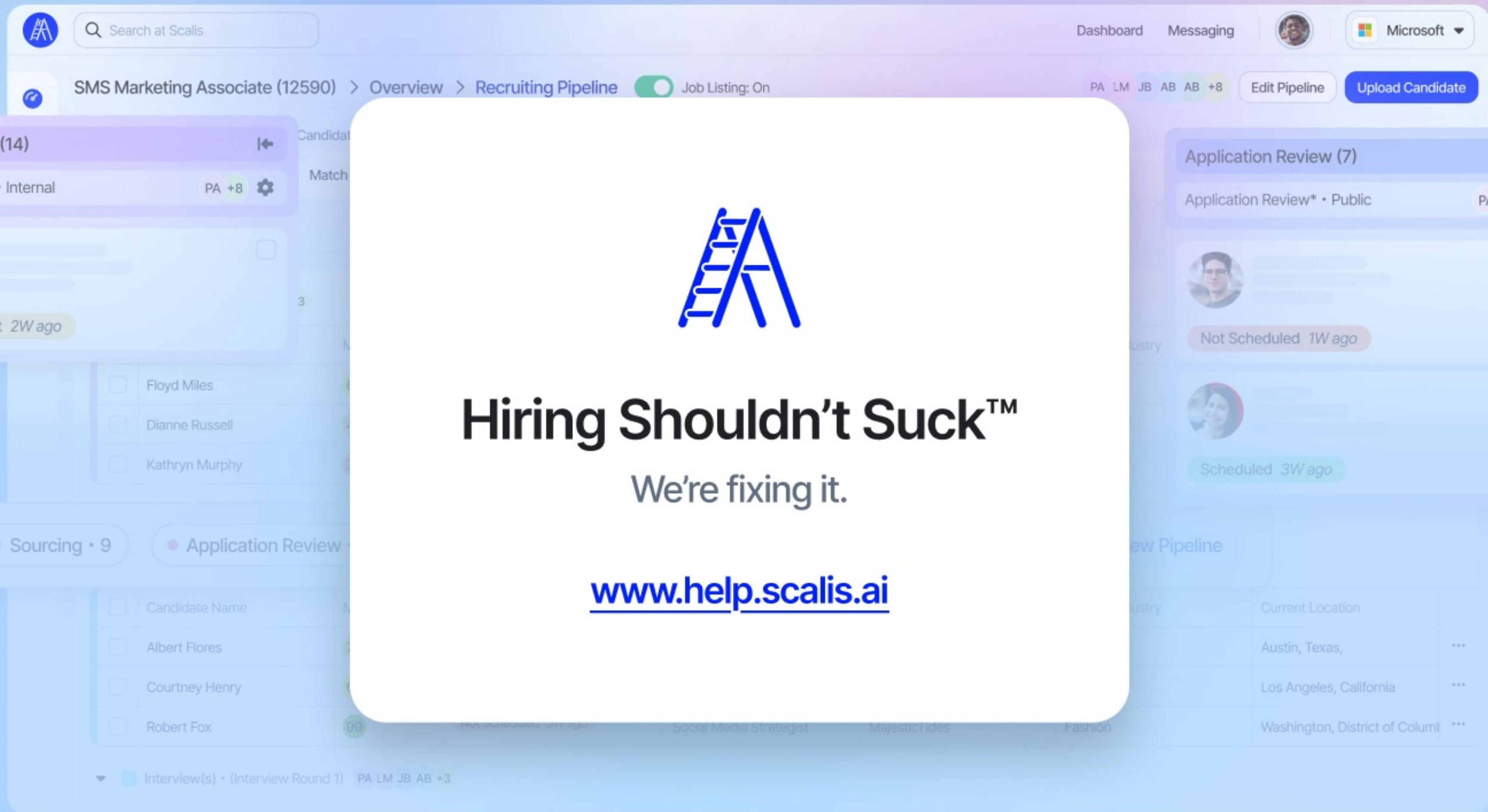
Create a personalized confirmation email that candidates receive after submitting their application. Customize the message, subject line, and sender information to match your brand.

1. Click the “**Settings**” tab on the left navigation. Navigate to “**Application Setup**”.
2. Go to the “**Confirmation Email**” tab.
3. Toggle on to enable custom confirmation email.
4. Give the template a name, add the content for your custom confirmation email, and click “**Save Changes**”.

The image displays a vertical sequence of four screenshots from the SCALIS hireOS interface, illustrating the steps to customize application confirmation emails. The screenshots are connected by downward-pointing arrows.

- Screenshot 1:** Shows the SCALIS hireOS dashboard. The left navigation menu has 'Settings' and 'Application Setup' highlighted with blue circles. The main content area shows a 'Welcome Back, Karolina' message and a summary of 'Interviewing Activity' with metrics for Candidates Interviewing (6), Scheduled Interviews (10), Needs Scheduling (0), and Interviews Completed (0).
- Screenshot 2:** Shows the 'Application Setup' page. The 'Confirmation Email' tab is selected and highlighted with a blue circle. The page title is 'Set Default Resume Requirements for All Applications'.
- Screenshot 3:** Shows the 'Customize Application Confirmation Emails' section. The 'Enable custom confirmation email' toggle is turned on and highlighted with a blue circle.
- Screenshot 4:** Shows the email editor. The subject line is 'Application to {{COMPANY\_NAME}} Submitted Successfully'. The 'From' field is 'Select email'. The message body contains a placeholder for the candidate's name and a thank-you message: 'Thank you for applying for the {{PUBLIC\_LISTING\_TITLE}} position at {{COMPANY\_NAME}}. The hiring team will carefully review your application, and if you are selected, we will contact you regarding the next steps. We appreciate your interest in joining our team and wish you the best of luck.' A 'Save Changes' button is highlighted with a blue circle.





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