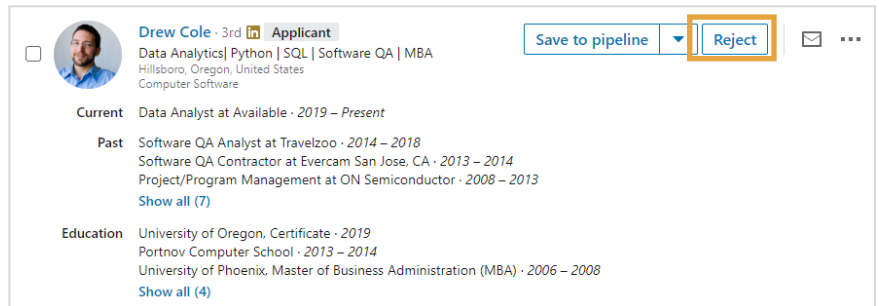


拒絕應徵者

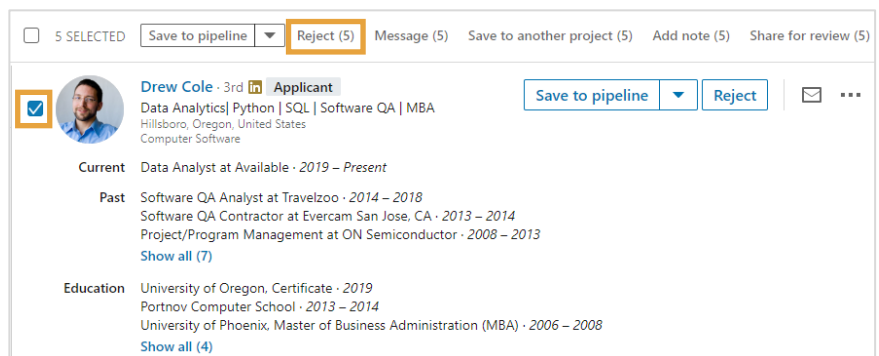
如果您有某執行專案的完整存取權，且該執行專案有職缺應徵者，您的徵才經理權限可讓您拒絕資格不符的應徵者。因此，如果您正積極參與公司的應徵者評價流程，這個功能可以提高工作流程的效率。

若要拒絕單一應徵者，按一下應徵者個人檔案旁的拒絕按鈕。



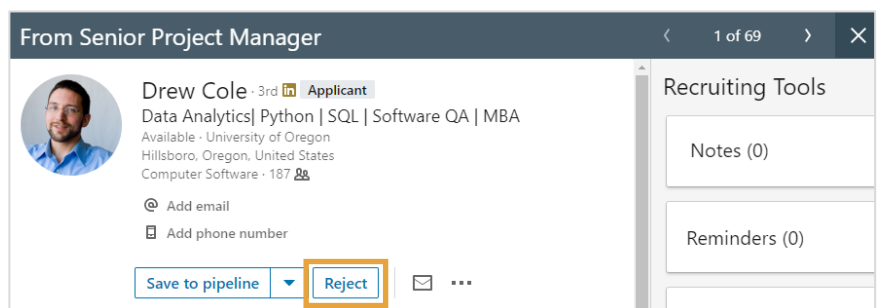
若要拒絕多位應徵者：

1. 按一下您要拒絕之應徵者旁的核取方塊。
2. 按一下頂端的拒絕。



從執行專案的任一位置：

1. 按一下應徵者名稱以存取滑入式個人檔案面板。
2. 按一下拒絕按鈕。



按預設，LinkedIn 會以 Email 代表您傳送範本拒絕通知給應徵者。拒絕訊息的措詞無法編輯。此外，應徵者將無法回覆這些訊息。

The screenshot shows the 'Reject Drew' dialog box with the following elements and annotations:

- Header:** 'Reject Drew' with a close button (X).
- Section 1:** 'Record why you rejected Drew'. It features a dropdown menu labeled 'Select a rejection reason'. A note on the left explains: '選擇拒絕原因。如此可幫助 LinkedIn 更瞭解要向哪一類型的人選宣傳您的職缺。' Below the dropdown is a lock icon and text: 'Rejection reasons are private to you and will not be shared with the candidate.'
- Section 2:** 'Send rejection notification'. It includes a toggle switch currently set to 'On'. A note on the right explains: '關閉傳送拒絕通知選項，可拒絕應徵者且不予以通知。' Below the toggle is a 'Delay notification' dropdown set to '3' and the text 'business days'. Below that, it says 'Send on Monday, 7/27/20, 9:00 AM'. A note on the left explains: '選擇延遲通知，設定傳送拒絕 Email 通知的時間，或選取無以立即傳送通知。'
- Text Area:** A pre-filled rejection message: 'Thank you for you interest in the Data Analyst position at Enigma Corporation in San Francisco, California, United States. Unfortunately, we will not be moving forward with your application, but we appreciate your time and interest in Enigma Corporation. Regards, Enigma Corporation'.
- Footer:** A note with an information icon: 'Applicant will be notified by LinkedIn. Your identity will not be disclosed.' At the bottom are two buttons: 'Cancel' and 'Reject and notify' (with an envelope icon).