



## Response Tracking Support – Aplitrak

You need to accept a unique email address with each advert; this address should be used for applications as we receive responses back into our system for applicant tracking purposes.

It is necessary to accept the email address in order to forward the response to the correct place

With each advert we send to your site we will send a unique email address for you to send responses to.

An example of what that unique email address will look like:

<application\_email>[bob.12345.123@smith.aplitrak.com](mailto:bob.12345.123@smith.aplitrak.com)</application\_email>

You need to specify the field that we should be sending this email address to, eg application\_email as above.

If you have an apply form on your site this is fine, we just ask that once the candidate has entered their info into your system, you guys email that info over to the unique email address for that job.

We can accept a standard email format with a CV attached and the candidates' details in the body of the email. We don't require the CV in a particular format. The email can be in plain text or HTML.

In most cases the address we provide will be job specific as we use this to link the response back to the correct job record, and then forward the application to the consultant's inbox.

We block duplicate applications from the same applicant for the same job, so ideally we need the applicant's email address sent in the 'from' field of the response or the reply to address. It will cause us a problem if the response is sent from a generic address as the first application will be received but all subsequent applications will be blocked.

Below is an example of how the setup should look like:

From: [OK] [company\\_email\\_here@email.co.uk](mailto:company_email_here@email.co.uk)  
Reply-To: [OK] Candidate Name [candidate\\_email\\_here@email.com](mailto:candidate_email_here@email.com)  
To: [OK] [aplitrak\\_email\\_here@email.com](mailto:aplitrak_email_here@email.com)

**Response Tracking Support is a mandatory requirement for all job boards to support. As part of this requirement job boards must be able to return the candidates CV back into Broadbean alongside the application.**