

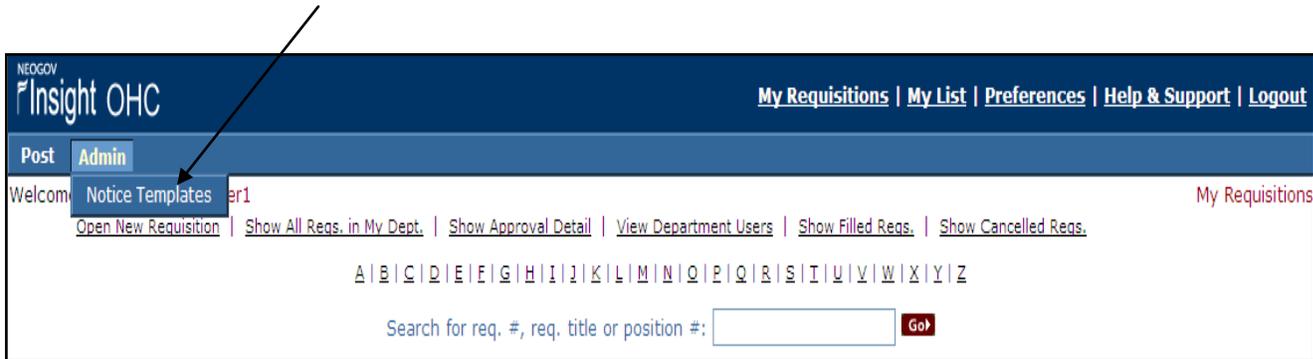
Creating a Notification Letter **C**

The job aid explains how to create **mail notifications** to send to candidates.
 *Do not send email notifications to candidates on the Certification Eligible or Layoff List.

Navigation Path: Admin – Notice Templates

NOTE: You must have “Create OHC Notice Templates” security access in order to complete the following steps.

Step	Action	Comments
1.	Log into the Online Hiring Center	
2.	Select the “Admin” drop-down menu at the top left-hand side of the page	
3.	Select the “Notice Templates” option	



4.	Click “Add New Template”	
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[Show Inactive Templates](#) | [Add New Template](#)

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

Step	Action	Comments
5.	Name your template.	
6.	Select your "Department"	Make sure to select your department for certification purposes.
7.	Enter a "Description"	"Description" is not a required field, but will help identify your template for future reference
8.	Enter a "Subject"	
9.	DO NOT select a "Reject Reason"	
10.	Type your template using the Merge Fields listed under the template area	You will have to scroll down to see the Merge Fields.
11.	Click "Save"	

* Required

* Name	Applicant Notification	
* Department(s): (Select Department)	Available: Administrative Services Administrative Services - Certification Aging Agriculture	Selected: Aging - Certification
Description		
* Subject	Applicant Notification	
Reject Reason	== Select ==	
* Template	Dear <Applicant_FirstName>: Your name has been referred to <Agency_Name> for consideration of Certification Eligible List (number), classification <Position_Title>, for (headquarters county) County. You have been scheduled for an interview at <ReferredInterview_TimeInterviewStart> on <ReferredInterview_DateInterviewStart> at <ReferredInterview_LocationTitle>. Please confirm your intention regarding the scheduled interview by contacting <Req_LiaisonFirstName> <Req_LiaisonLastName> at <Req_LiaisonPhone> no later than (time) on (date) or insuring that your written response to this notification is postmarked no later than (time) on (date). A disposition of No Reply will be checked on the eligible list if you do not confirm by the stated deadline and your name will be removed from the eligible list for this classification.	
<input type="button" value="Save"/>		