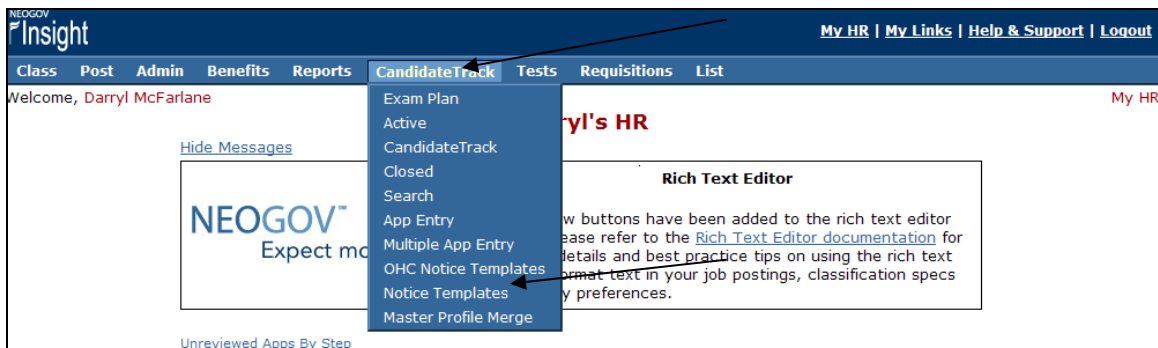


Creating Email Notice Templates

The job aid will explain how to send email notifications to applicants regarding the status of their applications.

Navigation Path: CandidateTrack | Notice Templates

Step	Action	Comments
1.	Log into Insight – Human Resources	
2.	Select “CandidateTrack” from the dropdown menu	
3.	Select the “Notice Templates” option.	



4.	Click “Add New Template”	
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NEOGOV Insight My HR | My Links | Help & Support | Logout

Class Post Admin Benefits Reports CandidateTrack Tests Requisitions List

Welcome, Darryl McFarlane Notice Templates

[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

Search for template name:

79 records found.
Page 1 of 4 << Previous Page 1 | 2 | 3 | 4 Next Page >>

Name	Description	Subject	Action
AGR - Cancellation		Cancel vacancy	Edit Archive
AGR - Internal Interview		Interview Schedule	Edit Archive
AGR - Interviewed Not Selected		Interview Non-Select	Edit Archive
AGR - Non-Select Letter		Non-Selection	Edit Archive
AGR-Interview		Interview Schedule	Edit Archive
BWC - Cancel Posting (A)	Cancel vacancy	Cancel vacancy	Edit Archive
BWC - General Non-Select (P)		General Non-Select (P)	Edit Archive

Step	Action	Comments
5.	Name your template, entering the three letter abbreviation of your agency, board or commission before the name (e.g. DAS – Non-Select Notice) to make it easy to find when you need it.	You will see templates created by other agencies. DO NOT edit templates created by another agency
6.	Enter a subject and type your template using the listed Merge Fields, then click “Save”.	DO NOT select a “Reject Reason”.

* Required

* Name: DAS - Non-Select Notice

Description:

* Subject: General Non-Select

Reject Reason: == Select ==

* Template: <Today>
 <Applicant_FirstName> <Applicant_LastName>
 <Applicant_Address1>
 <Applicant_Address2>
 <Applicant_City>, <Applicant_State> <Applicant_ZipCode>

 Re: <Position_Title>, <Position_ExamNumber>

 Dear <Applicant_FirstName>:

 Thank you for applying for the position of <Position_Title>, Position Number

Step	Action	Comments
7.	To send a notice to an applicant by e-mail, go to your exam plan and click on the Evaluation Step where the applicant(s) are located.	

Job Posting

Job #	Job Title	Status	Last Updated	Assigned To	Action
20000188	OHMS Analyst	Expired	10/09/08	Laura Sutherland	Edit Delete

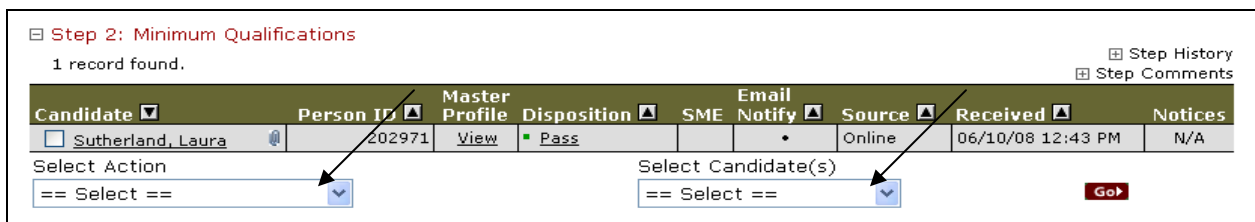
Recruiting Plan [Add New](#)

Ad Type	Ad Name	Requested Date	Start Date	End Date	Action
Internet	Monster.com	09/05/2008	09/06/2008	10/06/2008	Edit Delete

Evaluation Steps [Add Step](#) [View Applicants \(5\)](#) [View Applicants by Step \(2\)](#) [App Flow](#)

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	0	Filter
Step 2	Minimum Qualifications	N/A	View Results	1	Edit Delete Filter

Step	Action	Comments
8.	Choose "Email Notify" from the "Select Action dropdown; select which candidate(s) you want to notify from the "Select Candidate(s)" dropdown menu and click "Go".	



Step 2: Minimum Qualifications

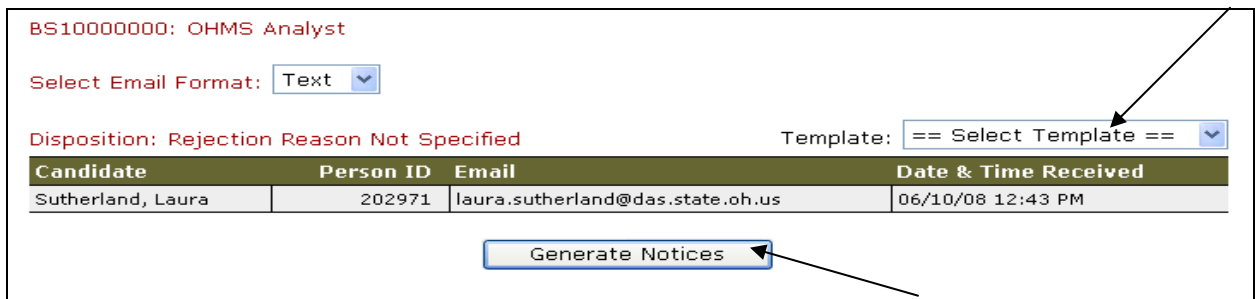
1 record found.

Step History
Step Comments

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> Sutherland, Laura	202971	View	Pass		•	Online	06/10/08 12:43 PM	N/A

Select Action: == Select == Select Candidate(s): == Select == **Go**

9.	Choose Template from the "Select Template" dropdown menu and click the "Generate Notices" button	
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BS10000000: OHMS Analyst

Select Email Format: Text

Disposition: Rejection Reason Not Specified Template: == Select Template ==

Candidate	Person ID	Email	Date & Time Received
Sutherland, Laura	202971	laura.sutherland@das.state.oh.us	06/10/08 12:43 PM

Generate Notices

10.	A preview of the email(s) will appear. Click the "Send" button to send the email(s)	Scan the email(s) to verify you've selected the correct template
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OHMS Analyst

Email preview appears below. Email will NOT be sent until you click on the 'Send' button.

Reject Reason Not Specified Template: DAS - Non-Select

Candidate	Person ID	Email	Date & Time Received
Sutherland, Laura	202971	laura.sutherland@das.state.oh.us	06/10/08 12:43 PM

Email 1 (To: laura.sutherland@das.state.oh.us)

Step	Action	Comments
11.	You will receive a message saying the emails were successfully sent. Click "View Applicants by Step" to return to Exam Plan.	

[View Applicants By Step](#)

OHMS Analyst

Emails sent successfully.

Reject Reason Not Specified Template: DAS - Non-Select

Candidate	Person ID	Email	Date & Time Received
Sutherland, Laura	202971	laura.sutherland@das.state.oh.us	06/10/08 12:43 PM