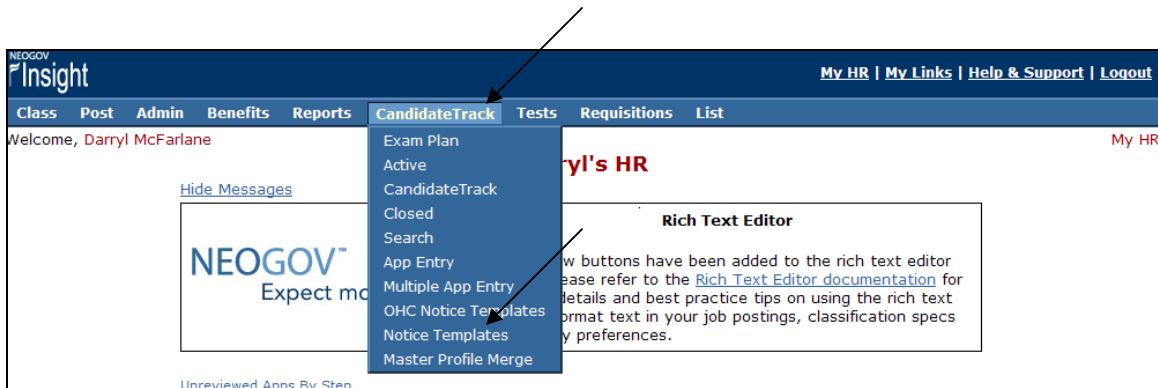


Creating Mail Notice Templates

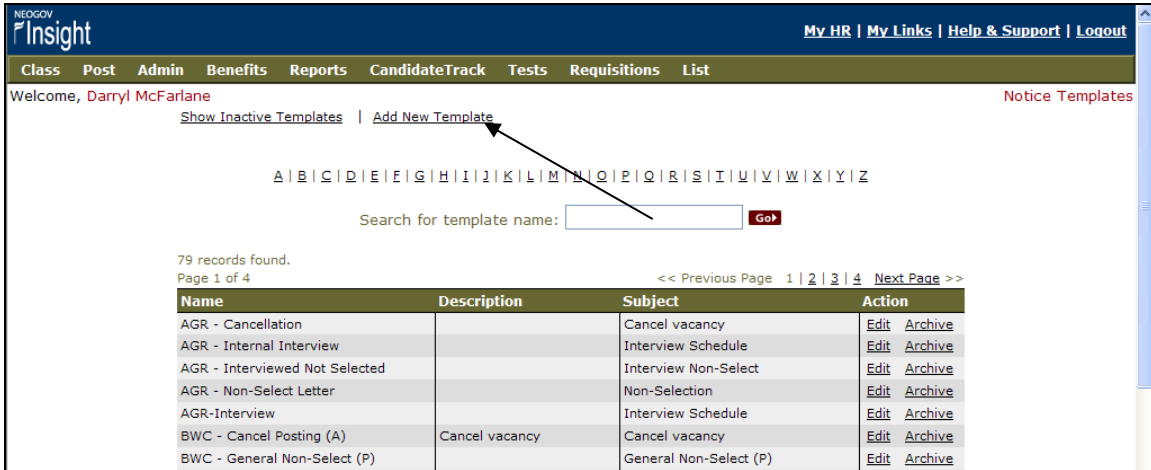
The job aid will explain how to send mail notifications to applicants regarding the status of their applications.

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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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.	<ul style="list-style-type: none"> You will see templates created by other agencies. DO NOT edit templates created by another agency You can, however, copy another agency's template and adjust it to fit your agency
6.	Enter a description, subject and type your template using the Merge Fields listed under the template, then click "Save".	<ul style="list-style-type: none"> DO NOT select a "Reject Reason". You will have to scroll down to see the Merge Fields.

The screenshot shows the 'Add New Template' form. The fields are as follows:

- Name:** DAS - Non-Select Notice
- Description:** (Empty)
- 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

```

A 'Save' button is located at the bottom of the form.

Step	Action	Comments
7.	To send a notice to an applicant by mail, go to your exam plan and click on the Evaluation Step where the applicant(s) are located.	<ul style="list-style-type: none"> There are several ways to get to your exam plan <ul style="list-style-type: none"> Click on exam plan number from "My HR" page Go to CandidateTrack – Exam Plan, search for your exam plan, then click on the number

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

8.	Choose "Mail Merge & Mailing Labels" from the "Select Action" dropdown menu; 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

Step	Action	Comments
9.	Choose the Template from the dropdown and click the “Generate Notices” button	Candidates will be separated based on their Dispositions. <ul style="list-style-type: none"> ○ You will need to choose the template for each disposition group even if you wish to send the same letter to all applicants

BS10000000: OHMS Analyst

Disposition: Rejection Reason Not Specified Template: DAS - Non-Select

Candidate	Person ID	Date & Time Received
Sutherland, Laura	202971	06/10/08 12:43 PM



10.	Open the Microsoft Word document under “Mail Merge” and “Mailing Labels” to view and print the letters and labels.	There are three different sizes of labels from which to choose. Click “View Applicants by Step” to return to your exam plan.
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[View Applicants By Step](#)

OHMS Analyst

Reject Reason Not Specified Template: DAS - Non-Select

Candidate	Person ID	Date & Time Received
Sutherland, Laura	202971	06/10/08 12:43 PM

Template Name	Candidates	Mail Merge	Mailing Labels
DAS - Non-Select	1		 Avery 5260