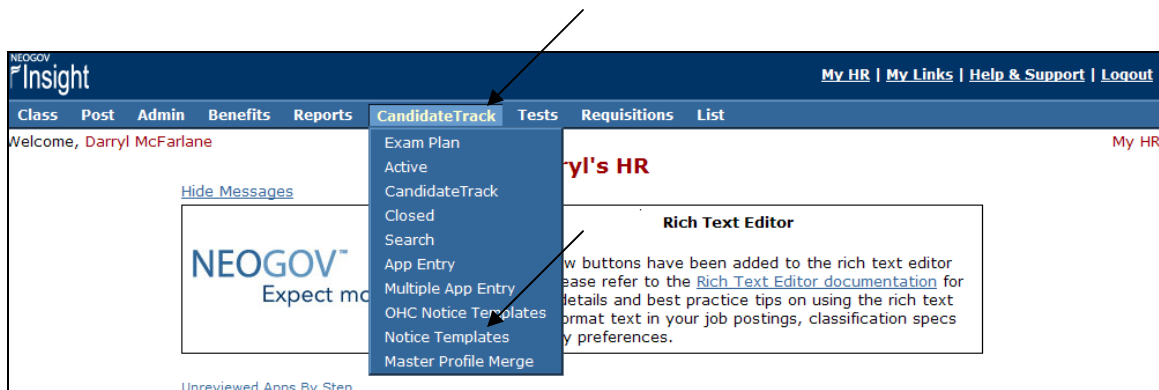


## Creating Mail Notice Templates

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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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	<a href="#">Edit</a> <a href="#">Archive</a>
AGR - Internal Interview		Interview Schedule	<a href="#">Edit</a> <a href="#">Archive</a>
AGR - Interviewed Not Selected		Interview Non-Select	<a href="#">Edit</a> <a href="#">Archive</a>
AGR - Non-Select Letter		Non-Selection	<a href="#">Edit</a> <a href="#">Archive</a>
AGR-Interview		Interview Schedule	<a href="#">Edit</a> <a href="#">Archive</a>
BWC - Cancel Posting (A)	Cancel vacancy	Cancel vacancy	<a href="#">Edit</a> <a href="#">Archive</a>
BWC - General Non-Select (P)		General Non-Select (P)	<a href="#">Edit</a> <a href="#">Archive</a>

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:

Description:

\* Subject:

Reject Reason:

\* Template:

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.	

**Job Posting**

Job #	Job Title	Status	Last Updated	Assigned To	Action
20000188	<a href="#">OHMS Analyst</a>	Expired	10/09/08	<a href="#">Laura Sutherland</a>	<a href="#">Edit</a> <a href="#">Delete</a>

**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	<a href="#">Edit</a> <a href="#">Delete</a>

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

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	<a href="#">Application Received</a>	N/A	<a href="#">View Results</a>	0	<a href="#">Filter</a>
Step 2	<a href="#">Minimum Qualifications</a>	N/A	<a href="#">View Results</a>	1	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Filter</a>

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”.	
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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	<a href="#">View</a>	Pass		•	Online	06/10/08 12:43 PM	N/A

Select Action:  [Go](#)

Select Candidate(s):

Step	Action	Comments
9.	Choose the Template from the dropdown and click the "Generate Notices" button	

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" 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