

Correspondence Template Variable Tokens

Category	Variable Token	Description of Variable Token	Example of Variable Value
Application	{Application.RequisitionInfo}	Requisition Identifier - Job Title	180000LJ - Financial Associate
Application	{Application.Status}	Candidate's Current Applicant Status	Testing
Candidate Profile	{Candidate.Email}	Candidate's Email	John.Smith@das.ohio.gov
Candidate Profile	{Candidate.EmployeeNumber}	Candidate's State of Ohio User ID (Applies to internal candidates only)	1XXXXXXX
Candidate Profile	{Candidate.FirstName}	Candidate's First Name	John
Candidate Profile	{Candidate.FullName}	Candidate's Full Name	John Smith
Candidate Profile	{Candidate.LastName}	Candidate's Last Name	Smith
Candidate Profile	{Candidate.Address}	Candidate's Street Address	123 Main St.
Candidate Profile	{Candidate.City}	Candidate's City	Columbus
Candidate Profile	{Candidate.State}	Candidate's State	Ohio
Candidate Profile	{Candidate.Zipcode}	Candidate's Zipcode	43215
Sender	{Other.UserEmail}	Sender's Email Address	April.Maye@das.ohio.gov
Sender	{Other.UserFirstName}	Sender's First Name	April
Sender	{Other.UserFullName}	Sender's Full Name	April Maye
Sender	{Other.UserLastName}	Sender's Last Name	Maye
Requisition	{Requisition.EventDate}	Date correspondence is sent	May 1, 2018_
Requisition	{Requisition.HmgrEmail}	Hiring Manager of Requisition's Email Address	Mike.Manager@das.ohio.gov
Requisition	{Requisition.HmgrName}	Hiring Manager of Requisition's Full Name	Mike Manager
Requisition	{Requisition.JobfieldStructure}	Job Field Value	Accounting and Finance
Requisition	{Requisition.JobSchedule}	Schedule Value	Full-time
Requisition	{Requisition.JobShift}	Shift Value	1st Shift
Requisition	{Requisition.JobTitle}	Job Title	Financial Associate
Requisition	{Requisition.JobType}	Job Type Value	Permanent
Requisition	{Requisition.LocationStructure}	Location Structure Value	United States>OHIO>Franklin County>Columbus>James A Rhodes Office Tower 40
Requisition	{Requisition.Number}	Requisition Number	180000LJ
Requisition	{Requisition.OrganisationStructure}	Organization Structure Value	State of Ohio>Administrative Services
Requisition	{Requisition.RecruiterEmail}	Organization Email Value	Jane.Doe@das.ohio.gov

Requisition	{Requisition.RecruiterName}	Recruiter's Full Name	Jane Doe
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How to use Variable Tokens:

You can apply variable tokens to your correspondences to communicate a single message customized to each candidate or applicable to any selection process. When drafting your message, place the desired variable tokens from the list above in the body of your message:

The screenshot shows the 'Send Correspondence' interface. Under the 'Edit Message' section, the 'From' field is 'Human Resources <noreply@ohms.ohio.gov>', the 'To' field is '{CandidateHeader.Email}', and the 'Subject' is '{OtherHeader.CompanyName}: Position Canceled'. Below the message body, there is a rich text editor with a toolbar. The message body contains the following text:

{Requisition.EventDate}

{Candidate.FullName}

{Candidate.Address}

{Candidate.City}, {Candidate.State} {Candidate.Zipcode}

Dear {Candidate.FirstName}:

Thank you for your interest in the {Requisition.JobTitle} position with the State of Ohio. We regret to inform you this position has been canceled.

Please visit our website to look other opportunities within the office.

At the bottom of the interface, there are two buttons: 'Preview' and 'Review All'. The 'Review All' button is highlighted with a red rectangular box.

Be sure to select **Review All** before sending your message to ensure the variable tokens are applied as expected.

The screenshot shows the 'Send Correspondence' interface with the email draft. The 'From' field is 'Human Resources <noreply@ohms.ohio.gov>' and the 'To' field is 'caitlynsmith@invalidemail.com'. The message body now contains the following text:

Dear Caitlyn:

Thank you for your interest in the Smith, Caitlyn (126472) position with the State of Ohio. We regret to inform you this position has been canceled.

Please visit our website to look other opportunities within the office.

At the bottom of the interface, there are two buttons: 'Preview' and 'Review All'. The 'Review All' button is highlighted with a red rectangular box.

