

Send Notices

Great news! There's no need to send emails to candidates from your mail client. You can send them directly from the OHC! A few examples of notices may include, self-schedule interview, assigned interview appointment and interview/assessment results.

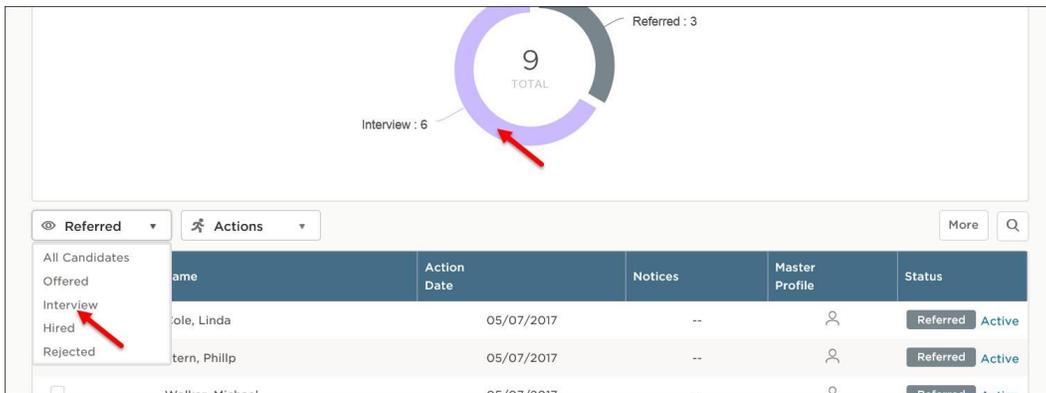
Required OHC role and permission: With the OHC role of Hiring Manager or HR Liaison and the OHC permission of Send OHC Notices, you can send notices.

Steps to Send Notices

1. If you're not already viewing the referred list of candidates, return back. From the My Candidates section, click the referred list.

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00002	Human Resources Analyst	9	Human Resources	Administration	Jason Hanna	05/03/2017
00006	Administrative Assistant	9	Public Works	Roads	Jason Hanna	05/07/2017

2. On the doughnut chart or on the Candidates menu, click the step name where candidates require notification.



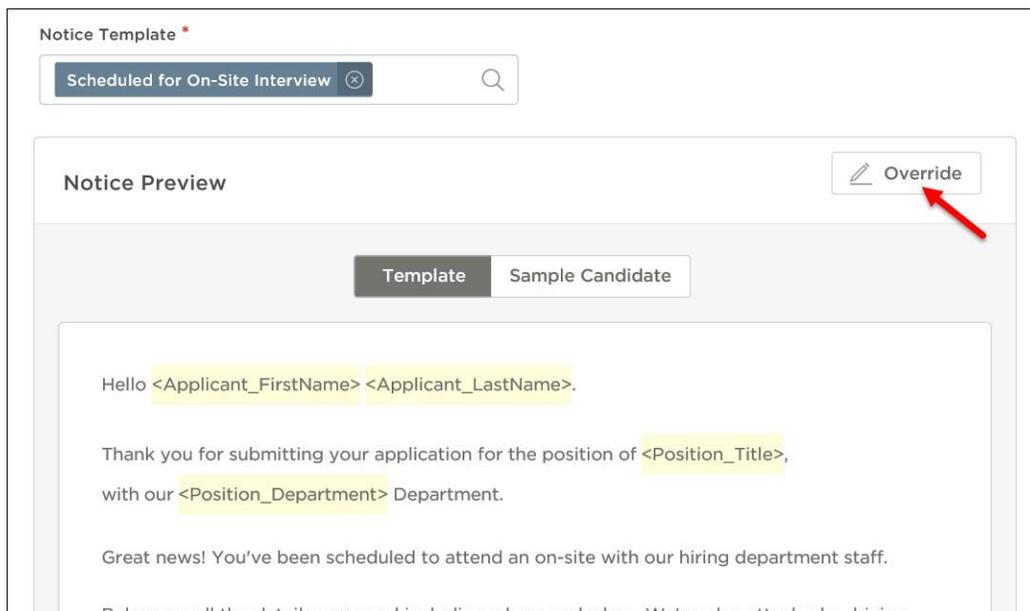
3. Select the candidates to receive notices.
4. On the Actions menu, click Send Notices.



The screenshot shows a table of candidates with columns for Name, Notices, Master Profile, Status, and Rating. An 'Actions' dropdown menu is open, listing options: Reject, Move to Referred, Move to Offered, Move to Hire, Send Notices (highlighted with a red arrow), and Print Apps. The table contains four rows of candidate data.

	Name	Notices	Master Profile	Status	Rating	
<input checked="" type="checkbox"/>	Blackbu	03/2017	--	Interview	Scheduled for 10/17/2017 10:00 AM	No Rating
<input checked="" type="checkbox"/>	Newman, Carla	05/08/2017	--	Interview	Scheduled for 10/19/2017 1:00 PM	No Rating
<input checked="" type="checkbox"/>	Ortman, Julie	05/08/2017	--	Interview	Scheduled for 10/17/2017 2:00 PM	No Rating
<input checked="" type="checkbox"/>	Palmer, Mark	05/08/2017	--	Interview	Scheduled for 10/19/2017 10:00 AM	No Rating

5. Select a notice template.
6. If necessary, click Override to make a one-time update to the notice prior to sending. This update will not affect the saved notice template.



The screenshot shows a 'Notice Template' configuration screen. At the top, there is a search bar containing 'Scheduled for On-Site Interview'. Below this is a 'Notice Preview' section with two tabs: 'Template' and 'Sample Candidate'. The 'Sample Candidate' tab is active, showing a preview of the notice text. A red arrow points to an 'Override' button in the top right corner of the preview area.

Notice Template *

Scheduled for On-Site Interview

Notice Preview

Template Sample Candidate

Hello <Applicant_FirstName> <Applicant_LastName>.

Thank you for submitting your application for the position of <Position_Title>,
with our <Position_Department> Department.

Great news! You've been scheduled to attend an on-site with our hiring department staff.

Below are all the details you need including where and when. We've also attached a driving

7. Click Sample Candidate to view the notice with merged text.

Notice Preview Override

Template **Sample Candidate**

Hello Gordon Blackburn.

Thank you for submitting your application for the position of Administrative Assistant, with our Public Works Department.

Great news! You've been scheduled to attend an on-site with our hiring department staff.

Below are all the details you need including where and when. We've also attached a driving instructions map to making finding our offices easy.

Location:
County Administration Building
100 State Street
Grand City, California 90927

Date: 10/17/2017
Start time: 10:00 AM
End time: 10:45 AM

8. Click Send to send the notice to all selected candidates.