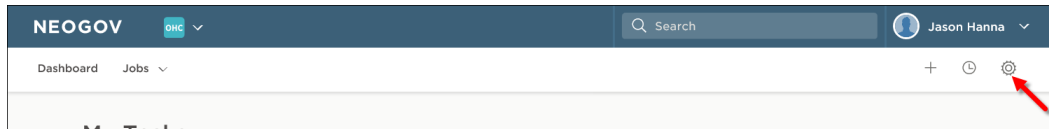# Set up a Notice Template

Notice templates can be used for a variety of notice types including interview scheduling, assessment results, candidate rejection and job offer.
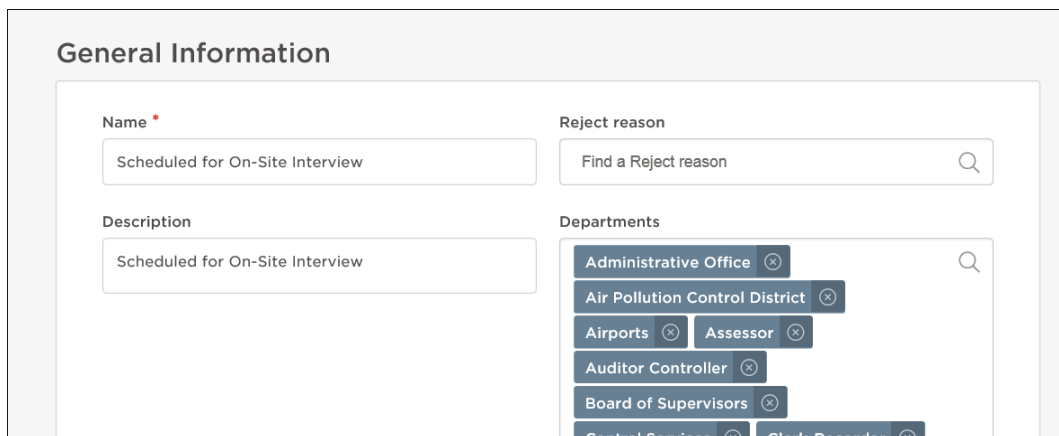
Required OHC permission: With the OHC permission of Create OHC Notice Templates you can create a notice template for your assigned department(s)/division(s).

Steps to Set up a Notice Template

1. From the upper right, click the Settings button. It looks like a gear.

2. Click Notice Templates and click Add.

3. The first of two notice template pages will display.

4. Complete the notice template form and click Save & Continue to Next Step.

5. Type the contents of your notice template. When a merge field is required, locate it using left- side search and then drag to the proper area of the notice. Also, drag any applicable files to the attachments section.

Note: In the previous version of the OHC, inserting a merge field was a process of either typing or copying and pasting, from left angle bracket (<) to right angle bracket (>), e.g., <Applicant_LastName>. With the current version of the OHC, dragging the merge field to the notice body is required. Typing or copying and pasting the merge field will not work properly.

6. Once you're done, click Save & Close.